



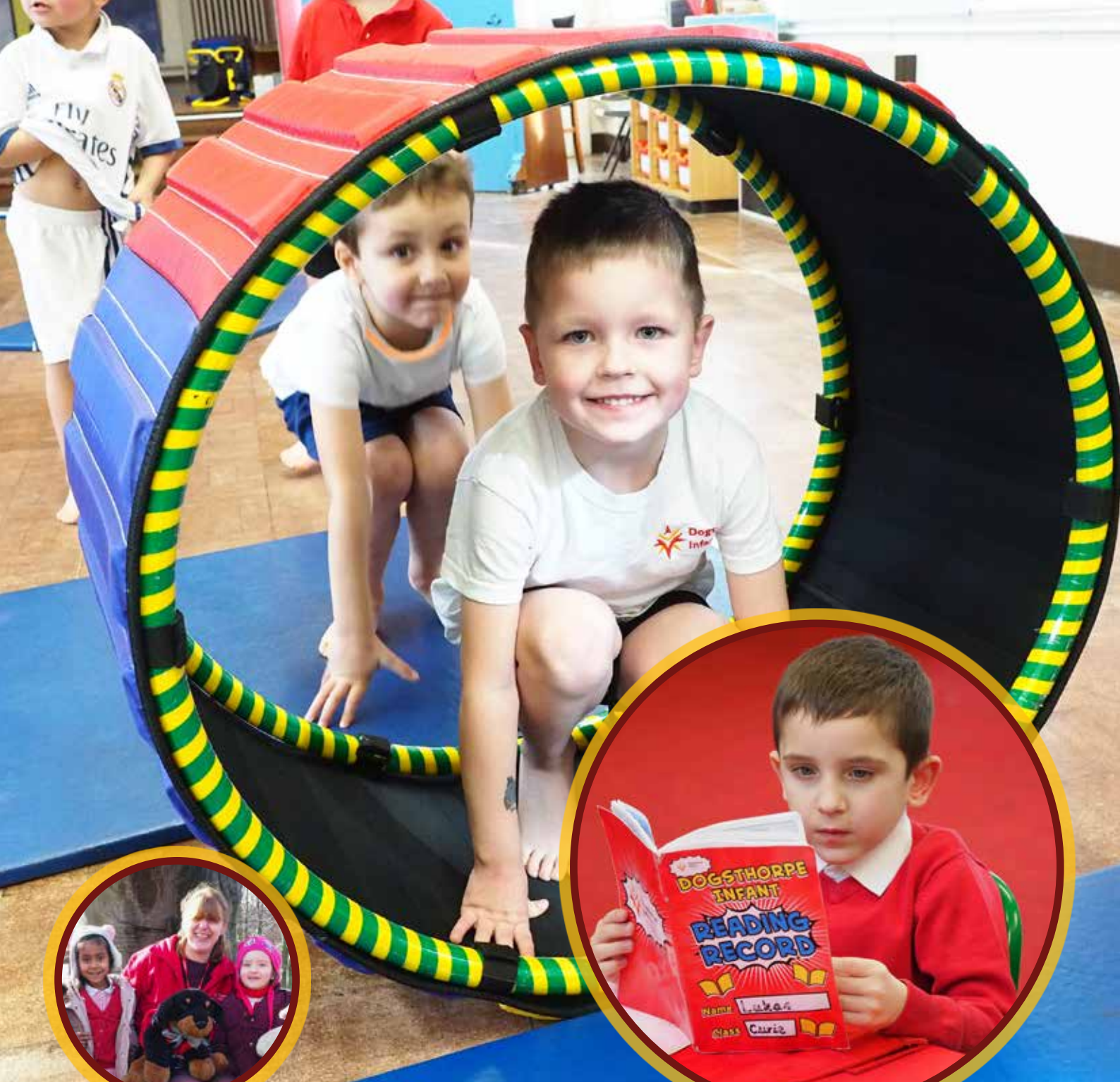
**Dogsthorpe
Infants**

Dream • Believe • Shine

Parent Handbook

Taking you step-by-step through starting school

Dream • Believe • Shine



**Mrs Rebecca Waters,
Headteacher, says...**

Welcome to Dogsthorpe Infant School. It's great news that your son or daughter is starting their learning journey at our wonderful school. Thank you for selecting us! I look forward to getting to know you and your child.

We need some information from you

Please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01733 566849 and we will be happy to help!

Policies and term dates

On pages 12-14 are details of some important policies you need to know about...and page 15 has term dates.

Step 1

Please tear here

STEP 1: PUPIL ADMISSION FORM
Dogsthorpe Infant School

By providing this information, you are giving consent for us to keep your details on file and contact you with any appropriate news from school
All information will be treated as confidential to the school - PLEASE PRINT CLEARLY

Child's Legal Surname:	Legal Forename(s):	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Preferred Surname:	Preferred Forename(s):	
Middle Name:	Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	
Address:		
		Home Telephone No:
Post Code:	Email:	

Pre-school/Previous school

Nationality		Country of Birth

Home Language Spoken	First Language Spoken	Religion

Ethnicity

White - British ☐ Irish ☐ Italian ☐ Portuguese ☐ Other European ☐ Any other white background ☐
Asian or Asian British - African ☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Any other Asian Background ☐
Chinese ☐ Mixed - ☐ White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Any other mixed background ☐
Black or Black British - ☐ Caribbean ☐ African ☐ Any other Black Background ☐ Gypsy/Roma - ☐ Traveller of Irish Heritage ☐
Any other ethnic group: ☐ I do not wish my child's ethnic group to be recorded in any way

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

Parent(s) / Legal Guardian(s)

Name:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Name:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Relationship:	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship:	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Address:		Address:	
Telephone Numbers:		Telephone Numbers:	
Mobile:		Mobile:	
Work:		Work:	
Email:		Email:	

In case of illness or accident, please provide additional emergency contact numbers.

Other Contacts in Case Of Emergency

Contact 1 Name:	Contact 2 Name:
Relationship:	Relationship:
Telephone Numbers:	Telephone Numbers:
Work / Mobile:	Work / Mobile:

Parentmail

We use a Parent Mail emailing service for informing about school matters. I agree to be set up on the system YES ☐ NO ☐

Parent/carer:	Email:
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Please write any further information you may wish to give about your child or family circumstances:
(including court orders, access and contact)

Signature: (parent/carer):

Date: [] [] [] / [] [] [] / [] [] []

Siblings

Number of children in family:

Child's position in family (e.g. 1st, 2nd etc):

Details of brothers and sisters:

Name of sibling	Date of birth	Address – if different from pupil	If attending school/pre-school – which one?
	[] [] [] / [] [] [] / [] [] []		
	[] [] [] / [] [] [] / [] [] []		
	[] [] [] / [] [] [] / [] [] []		
	[] [] [] / [] [] [] / [] [] []		

Name of Doctor:

Address of Surgery:

Telephone number of Surgery:

Does your child have any difficulties with the following? If yes, please give details:

Hearing (e.g. grommets, hearing aid worn)	YES [] NO []	Allergies (e.g. hayfever, food allergies)	YES [] NO []
Eyesight (e.g. wears glasses)	YES [] NO []	Other medical issues (e.g. eczema) Please state	YES [] NO []
Speech and language (e.g. stammer)	YES [] NO []	Does your child suffer from asthma?	YES [] NO []

Dietary needs

All children at Dogsthorpe Infant School are entitled to a FREE SCHOOL MEAL. The menus are available on our website.

Will you child have:

Does your child have any dietary requirements? Tick all boxes that apply.

Free School Meal []

[] Vegetarian [] Halal meat only

Packed lunch (from home) []

[] Food allergies If ticked yes, please specify:

Services Children in Education

Are you a Services Family? YES [] NO []

Personnel Category 1 [] or 2 []

Name of serving parent:

Special Needs

Does your child have any Special Educational Needs YES/NO. If yes, please state which Special Education Need/s your child has:

Signature of Parent/Carer:

Date: [] [] [] / [] [] [] / [] [] []

Step 1

Step 2

STEP 2: Permissions
Dogsthorpe Infant School

If you wish to change your authorisations at any time, please contact the school office.

NAME OF CHILD

I GIVE permission for my child to be taken out into the local community by a qualified member of staff. This would include visits to the local schools, local churches, post office, park etc. (Separate authorisation will be requested on letters sent home about school trips which involve transport.)

Signed (Parent/Carer):

Date: [] [] [] / [] [] [] / [] [] []

I GIVE my permission for my child to be photographed or videoed, either individually or as part of a larger group to be used in the following ways:

Please tick or cross each box:

☐ Internal digi-screens

☐ School Website (child's first name may be used)

☐ Marketing purposes (e.g. parent handbook, local newspaper etc)

Signed (Parent/Carer):

Date: [] [] [] / [] [] [] / [] [] []

If you wish to discuss any of the above, please see the Head Teacher.

Please tear here

Dream • Believe • Shine

Currently all children who are in Reception (EYFS), Year 1 or Year 2 will be offered a free, healthy school lunch.
The information below will be used by the school to check for eligibility to claim additional grant money (Pupil Premium) from Central Government which comes to the school to support your child both in learning support and trips etc. Eligibility for this additional funding for the school is dependent on your personal financial circumstances. The school will carry out regular checks with the Local Authority. This information will be used for no other purpose and remains confidential.

Child's name:

PARENT 1:	
Name:	Date of birth: []/[]/[]
National Insurance Number:	
National Asylum Support Service (NASS) Number:	

PARENT 2:	
Name:	Date of birth: []/[]/[]
National Insurance Number:	
National Asylum Support Service (NASS) Number:	

Declaration:
The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will only be used for local authority purposes. I agree to the local authority using this information to process my application for Pupil Premium.

Signed (Parent/Carer):

Date: []/[]/[]



Step 3

Step 4

Welcome to our school family where children are...

- ★ inspired to dream and develop the building blocks to be independent, confident and inquisitive life-long learners.
- ★ nurtured, valued and individual differences are respected in an exciting, learning community where everyone belongs.
- ★ little stars who deserve to shine.

Our Values will make us

- Succeed – determination, perseverance, ambition
- Happy – confidence, empathy, respect
- Independent – resilience, responsibility
- Nurture – kindness, caring, co-operation
- Enthusiastic – curiosity, imagination, motivation



MEET DAZZLE THE DOG!

Dazzle lives in Shine Street so he can watch us to make sure we are following our school recipe. Every Friday he chooses children to be DOGSTHORPE DAZZLERS!



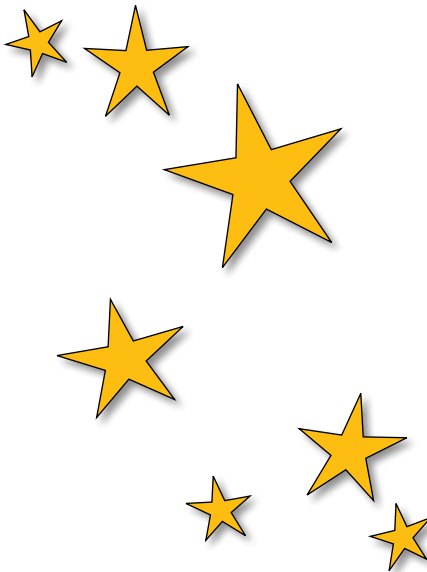
MEET SPARKLE THE DOG!

Sparkle also lives in Shine Street but visits the dining hall regularly too. Sparkle makes sure we are following the school recipe at lunchtimes. Every week she chooses children to be DOGSTHORPE SPARKLERS!



Recipe for a Fantastic School!

- ★ We will use our manners.
- ★ We will listen to all adults in school.
- ★ We will look after our school.
- ★ We will have kind hands and feet.
- ★ We will say kind words to each other.
- ★ We will sit quietly and show we are ready to learn.
- ★ We will move around school calmly and quietly.
- ★ We will always have a go and try our best in everything we do.



Please tear here

Our Reception Children follow ‘The Early Years Foundation Stage Curriculum’ which consists of seven areas of learning, 3 prime areas and 4 specific which are broken down further into 17 goals.

Throughout the year children’s progress is observed and recorded in their Learning Journal. Observations are made in the form of teacher/teaching assistant observations, photographs, video, things children have made or drawn and engagement from parents. At the end of the year class teachers will determine if children are meeting expected levels, are exceeding them or are below (emerging) for each of the 17 goals.

Literacy: What is taught and how can you support?

Phonics: Our teaching has a strong phonics base and children take part in a daily phonics sessions for 20 minutes. Children learn to blend words for reading eg **c-a-t** = cat, read simple sentences and recognise many common irregular words such as **the, we, no** and **I**.

Reading: We work hard to instil a love of reading therefore we share stories and texts throughout the day. Children will have opportunities to enjoy and share a range of books and develop their reading skills. They will take part in shared, guided and individual reading sessions throughout the week. We encourage children to share books at home on a regular basis and read their school reading book on a daily basis. Each child has a reading diary in which you and the teacher will record comments about your child’s reading. The helps develop a link between home and school.

You can also support your child by **reading stories** to them, encouraging your child to join in and talk about books, singing songs and nursery rhymes, taking time to listen to them talking about things they’ve been learning about and answering their questions.

Writing: Children will be involved in a range of activities to develop fine motor skills and hand and eye co-ordination to support the early stages of the writing process. Opportunities for emergent writing, which is the first stage of writing, will be on offer every day (after learning environment). This will then progress onto children understanding there are different purposes for writing and encourage them to start off on the writing journey. Children will be taught how to segment words, write irregular words and how to structure simple sentences.

Mathematics: What is taught and how can you support?

Children in Reception will learn about numbers, shapes and measures. They will learn to recognise, record and order numbers to 20 and solve problems involving addition, subtraction, doubling, halving and sharing. Through practical activities they will explore the concepts of one more/one less and learn to count in 2s, 5s and 10s.

Children will be encouraged to use everyday language to talk about size, weight, capacity, position, distance, time & money. Through practical activities they will be able to recognise, create and describe patterns and use mathematical language to describe 2D and 3D shapes.

You can help by talking about the shapes in the environment, comparing things which are heavy and light or long and short, pointing out numbers at home and in the environment, singing counting songs and rhymes and counting anything and everything - socks, cars, shopping!

At the end of each school year parents receive a written report highlighting achievements during the year and next steps.



Step 5

Step 6

To assist with the transition between Reception and Year One, the Foundation Stage Curriculum is continued in Year One for the first part of the Autumn Term. After this period the children then follow the Programmes of Study and Attainment targets of the National Curriculum (2014). The National Curriculum consists of the following subjects:



- Literacy
- Mathematics
- Science
- Computing
- Physical Education (PE)
- Art & Design
- Design & Technology
- History
- Geography
- Music

PSHE (Personal, Social & Health Education)

Religious Education is a statutory subject and we teach this using the Peterborough Agreed Syllabus.

We teach a daily phonics lesson; children are grouped according to ability to ensure teaching is closely matched to every child’s needs.

Reading Workshops take place every afternoon. The main purpose of these sessions is to develop a love of reading. The children are involved in a variety of reading activities including reading with the teacher/TA (guided reading in a group or individual reading), role-play activities, comprehension, phonics games and sharing books in the class reading area.

Assessments are carried out daily in a variety of ways including observations, group work, pupils books. Every half-term, teachers assess each child in Reading, Writing and Maths using an online assessment system. We judge children’s attainment using the National Curriculum statements.

At the end of Key Stage One all pupils are assessed through the use of SATS (Standard Assessment Tasks). The results of these assessments along with Teacher Assessment provide the end of Key Stage Level.

Sex Education & Relationships.

In accordance with the Education Act 2002 the School Governors have a Policy on Sex and Relationship Education. At the Infant stage this will include basic hygiene, naming external body parts using scientific names and teaching an awareness of how to keep ourselves safe. We try to answer children’s questions honestly and openly and with as much detail as the child seems ready to understand. You will be informed when the SRE unit is going to be taught.

Junior Education (Key Stage 2)

At the end of Key Stage 1 our Year 2 children and parents receive an application pack to decide which Year 3 setting you would like your child to attend.

Please tear here



Our Religious Education curriculum focuses mainly on learning about Christianity, but also includes learning about other World Faiths. We place equal emphasis on what the children can learn from the religions we study.

We organise visits to religious buildings in Peterborough so that the children can have first hand experiences of these faiths and we encourage visitors from various faiths to come and talk to the children about different aspects of their faith, such as the role of a priest in his or her parish.

If parents/carers does not wish their child to participate in RE and/or Shine Times, they must put this request in writing to the Headteacher.

Parents are regularly invited to school for special **Shine Times**. These allow parents and school to celebrate the progress and achievements of pupils.



Key information



What are our school times?

- 8.40am – The Headteacher goes to playgrounds to welcome children and parents.
- 8.45am - Classroom doors open.
- 8.55am - The bell rings and classroom doors close. Register is then called.
- 10.25am - 10.40am - Reception and Year 1 playtime (back playground).
- 10.50am - 11.05am - Year 2 playtime (back playground).
- 11.45am - 12.30pm - Reception lunch break. (Reception have an hour's lunch for the first two terms)
- 12.00pm - 12.45pm - Year 1 lunch break.
- 12.15pm - 1.00pm - Year 2 lunch break.
- 3.15pm - Bell rings. The end of the school day. Classroom doors open.

Wraparound care

Breakfast Club and After-School Provision

We are able to offer before and after-school care at Dogsthorpe Den. Please ask for details at the school office.

Arrivals and departures

Any child who arrives at school after 9.00am will be marked in the register as being 'late for school'. This mark will affect their whole class as it may prevent them from winning weekly attendance stars and class prizes. Bringing your child to the school office at 9.00am will not be sufficient to prevent them from obtaining a 'late' mark.

Children should not arrive at school before 8.30am when the gates are opened. Parents/carers are responsible for supervising their children until the start of the school day. Children not collected by parents at 3.25pm are taken to the school office. Any regular lateness of collection of children is recorded by the school. If you are going to be late collecting your child, please telephone the school.

Uniform

We believe that if children make an effort to wear school uniform this will have a positive impact on their learning and help them to feel part of our Dogsthorpe Infants family. We remind all our parents and carers that children should wear red jumpers, cardigans or sweatshirts, white shirts or polo shirts, with grey or black skirts or trousers in school.

We ask that you adhere to the Health and Safety Policy and ensure that your child wears suitable shoes to school i.e. strong, low heeled shoes, suitable for playing.

Purchase of uniform items

Items of uniform are available to purchase from 'Chroma Sports'. They have a shop which is located at 10 Wulfic Square, Peterborough PE3 8RF, telephone 01733 262526. Alternatively, parents and carers can visit their website to purchase items and a link to this can be found on our school website under the 'School/School Uniform' tab. You will then be able to either collect the clothing from the shop or they will deliver the items straight to your door.

P.E.

Children should be equipped with a t-shirt, shorts or leggings, pumps or trainers, and suitable outdoor kit such as a tracksuit or jogging suit. All jewellery including earrings **MUST** be removed for PE lessons and PE clubs. Children must take responsibility for this.

Labeling of uniform

All items of uniform must be clearly labelled with the pupil's name.

Food in school

Every delicious and nutritious hot meal at Dogsthorpe Infant School is cooked fresh on our premises every day, served from our 5-star awarded kitchen and consumed in our dining hall. Every pupil is entitled to enjoy a **FREE** hot meal every day so there is a lot to enjoy. Our pupils also receive a free freshly-baked cupcake on (or on the school day nearest to) their birthday. Menus are available on our website.

All children are offered a piece of fruit or vegetable at break time.

Drinks in school

All children have access to milk and water at lunchtime. They are encouraged to bring in a water bottle to school which can be refilled during the day. We request that fizzy drinks are not brought into school.



Frequently Asked Questions



Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

Dogsthorpe Infant School is committed to providing an education of the highest quality for all of its children and recognises that this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance. Our aim is to be at least in line with the National Average for attendance as this will enable us to move from good to outstanding.

Applying for leave of absence

Taking leave of absence without exceptional/unavoidable circumstance in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. There is no automatic entitlement in law to time off in school time. All applications for leave of absence must be made in advance. In making a decision about whether to authorise this leave the school will consider the circumstances of each application individually. It is important that you understand that we may only authorise such absences in exceptional circumstances.

Every half-day absence from school has to be classified by the school (not by parents/carers) as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required. Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been authorised. This includes:

- Parents/carers keeping children off school unnecessarily.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Children who arrive at school too late to get a mark.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time not authorised as an exceptional/unavoidable circumstance.

Holidays in term time

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

Contact the office

Absence due to illness etc must be notified each day by telephoning the school office by 9am.

Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours. Evidence of a medical appointment will be required. Please give at least 24 hours notice if possible.

Medication in school

Staff at Dogsthorpe Infant School will not give medication to a child except in exceptional circumstances. Medicines bought 'over the counter' may not be administered, except for a single dose of travel sickness medication required for the return journey of an educational visit and then only upon the explicit written consent of the parent. Parents may be permitted to come into school during school hours to administer a single dose of analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary.

Please see our full policy on Medical Conditions on our website under Policies.

Mobile phones

Mobile phones are not permitted in school.

Hair and jewellery

Please do not let your child wear or bring jewellery into school as these items can easily get lost. Long hair should be tied back for health and safety reasons. If your child does have his/her ears pieced only studs should be worn. Earrings must be removed for PE and all physical activities.

Helping to support children's learning at home

It is important that you read with your child every day. A 10-15 minute reading session with an adult will enable your child to make great progress in reading as well as developing their love of reading. When you read with your child, please make a note in their reading diary telling us what he/she did well and what they needed help with.

At Dogsthorpe Infants, our home learning for Key Stage One children is called CLOOS which stands for 'Creative Learning Outside Of School'.

What is this?

- The children will be able to choose how they respond to and present their projects.
- All CLOOS activities will link directly to the current learning/topic in school so that it helps you to know what we are up to!

When is this?

- CLOOS projects will be sent home on a Friday and children will have over one week to complete the activity as the return date is Wednesday of the second week. We would really appreciate your support to ensure homework is completed on time, as this will support them in developing skills we are learning at school.

How will CLOOS be celebrated?

- CLOOS will be celebrated in class; children will receive a sticker every time they return their completed CLOOS.

Should parents help their child with CLOOS?

- We hope that you and your child will spend time on CLOOS projects together – using the internet, visiting the library, taking photos etc.
- We suggest you read the CLOOS project question or statement together and talk about the different ways it could be done.
- It is important that your child makes the final decision as to how to present the project so that he/she feels in control of the learning.

What should the home learning look like?

- The children can choose any way in which to respond to the CLOOS task – posters, poems, fact sheets, pictures, writing, home-made books, photographs and even DVDs!
- Some tasks will be quite specific whilst some will be completely open-ended.
- If you or your child would like to discuss the homework tasks set or require further explanation, please talk to your child's teacher.

Internet safety

We apply strong and age-appropriate filters, and children are also given clear instructions about what to do if they see something on a website which makes them uncomfortable.

Issues concerning children's welfare

If you are concerned about any aspect of your child's schooling the first step is to speak to the class teacher. If it is a confidential or complex matter do not try to deal with it immediately before or after school, but ask to see the teacher at a suitable time.

Clubs and activities

Dogsthorpe Infant School offers a wide range of after-school clubs, some of which are:

- Let's Cook.
- Maths Magicians.
- Technokids.
- Football.
- Art-a-Rama.
- Basketball.
- Dream, Believe, Rhyme.
- The Woodcutters.
- Footloose Dance.

Details of current clubs, times and availability, can be found on our website or by asking at the school office.

Enrichment programme

We pride ourselves on our provision of activities to enrich the curriculum, and welcome visitors such as Off the Page into school to complement the topics being taught each term.

Special Educational Needs

At Dogsthorpe Infant School we aim to:

- Raise the aspirations for all pupils with SEND.
- Provide a focus on outcomes for children and not just hours of provision/support.
- Enable children to feel they are valued members of the class, school and society.

Our objectives are to:

- Identify and provide for pupils who have special educational needs and additional needs.
- Work within the guidance provided in the SEND Code of Practice, 2014.
- Operate a 'whole pupil, whole school' approach to the management and provision of support for SEND.
- Designate a member of the teaching staff to be Special Educational Needs Co-ordinator (SENDCO) ensuring that all new SENDCOs have the National Award for SENDCOs qualification.
- Provide support and advice for all staff working with children with identified SEND.
- Ensure pupils and parents have a voice in the process.

Our SEND policy and Local Offer can be found on our website under Policies.

Charging policy

Dogsthorpe Infant School...

- Will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school.
- Will not charge for any activities which take place in School time. However, the school will invite parents and others to make voluntary contributions to enable school funds to go further. Children of parents who do not contribute for visitors and visits will not be treated differently from those who do make contributions.
- Has the right to cancel any activity if there are insufficient voluntary contributions to make the activity possible.
- Permits organisations to charge parents when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents want their children to join the activity.
- Will normally charge for activities (optional extras), which happen outside school hours when these activities are not a necessary part of the National Curriculum.
- Ensure that parents are aware that they are expected to make a contribution towards replacing damaged or lost property caused wilfully or negligently by their children.

Our full policy on Charging Policy can be found on our website under Policies.

Emergency arrangements

We will, of course, endeavour to keep the school open if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach school and provide an adequate educational service.
- For children or staff to journey to and return from school safely and without undue delay.

In the event of an emergency closure we will contact parents by Parent Mail, a notice on the school website and by announcement on local radio stations:

- Connect 106.8FM, 97.2FM and 107.4FM.
- Heart FM 106.2FM.
- BBC Radio Cambridgeshire 95.7FM and 96FM,

Stay in touch

The school appreciates that during bad weather children may arrive later than normal, but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.

Contact numbers

In the event of a child becoming unwell or the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

Working with parents

Volunteering

We welcome parent volunteers in school, particularly to listen to the children read and to help out at events and activities. Regular volunteers must have a DBS check and an induction session before they start.

Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child’s schooling and to work together with the school in helping them to enable their ‘little star’ to ‘Dream, Believe and Shine.

Parents evenings, workshops and reports

An end of year report is provided for all children at the end of the Summer term. Parents Evenings take place each Autumn and Spring term, but parents are welcome to make an appointment to speak their child’s teacher at other times if they wish. Throughout the year, we invite parents to attend workshops (e.g. Phonics, Maths and E-safety) to help them to support their child.

News

Our Website and Twitter page are both great resources for keeping updated with events and news at school. These are both updated very regularly.

The Home School Agreement

Good communication between school and home is essential. Our home/school agreement will provide the opportunity to stimulate the level and quality of communication; it outlines what parents can expect of the school and what the school expects from parents in the way of support to ensure that children achieve their full potential. Parents are asked to sign this each year.

Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Seek permission

Outings and trips are a valuable part of school life and we arrange as many as possible. Parents sign a form giving consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

Term dates 2018/19

Summer Term 2018

Term begins	Tuesday 17th April 2018
May Day	Monday 7th May 2018
Half Term	Monday 28th May – Friday 1st June 2018
Term ends	Tuesday 24th July 2018

Autumn Term 2018

Term begins	Thursday 6th September 2018
Half Term	Monday 22nd October – Friday 26th October 2018
Term ends	Tuesday 18th December 2018

Spring Term 2019

Term begins	Thursday 3rd January 2019
Half Term	Monday 18th February – Friday 22nd February 2019
Term ends	Friday 5th April 2019

Summer Term 2019

Term begins	Wednesday 24th April 2019
May Day	Monday 6th May 2019
Half Term	Monday 27th May – Friday 31st May 2019
Term ends	Tuesday 23rd July 2019

Please note that our Term Dates may differ to those of other schools & academies. Our pupils are expected to be at school on and between all of the above dates.



Policies

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school’s behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

Key policies

Some of our key policies are:

- Attendance.
- Anti-bullying.
- Collective worship.
- Health and safety.
- Safeguarding.
- Relationships/sex education.
- SEND.

A full list of our policies can be found on the homepage at <https://www.dogsthorpeinfants.co.uk> and under Policies.

Step 1



Step 2



Step 3



Safeguarding Children

Under the Education Act 2002 (section 175/157), schools must “**make arrangements to safeguard and promote the welfare of children**”.

We will endeavour to provide a safe and welcoming environment where children are respected and valued. The school will therefore be alert to signs of abuse and neglect and will follow the Local Safeguarding Children’s Board (LSCB) procedures to ensure that children receive appropriate and effective support and protection.

Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child’s welfare, including risk from neglect, physical, emotional or sexual abuse. Under Section 3 (5) of the Children Act 1989, schools or any person who has care of a child “may....do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child’s welfare”.

E-Safety

E-safety is taken very seriously within the school. The school’s internet has the highest level of protection and filtering. Children use computers for not only discreet ICT lessons, but also for the reinforcement and learning of other subjects.

Use of Cameras and Mobile Phones in School

We are a mobile-free school and we expect all staff, governors, parents and visitors to adhere to this.

There will be occasions where you wish to take photos or film your child taking part in a school activity. We ask that you do this respectfully ensuring that you only take a picture/film of your child. **Any images that you take must not be posted on Social Media sites.**

Disclosure & Barring Service (DBS)

All staff (including supply agency staff) and volunteers are subject to an enhanced DBS check before they are able to work/volunteer in school.



Our school values

These school values help us to SHINE!

- **S**ucceed – determination, perseverance, ambition.
- **H**appy – confidence, empathy, respect.
- **I**ndependent – resilience, responsibility.
- **N**urture – kindness, caring, co-operation.
- **E**nthusiastic – curiosity, imagination, motivation.

Our vision

Welcome to our school family where every child on roll is:

- inspired to dream and develop the building blocks to be independent, confident and inquisitive life-long learners.
- nurtured, valued and where individual beliefs and differences are respected in an exciting, learning community where everyone belongs.
- a little star who deserves to shine!



**Dogsthorpe
Infants**

Dream • Believe • Shine

Dogsthorpe Infant School
Central Avenue
Peterborough
PE1 4LH

Our School Office Opening Hours: 8.50am – 4.30pm
School Telephone: 01733 566849 (Out of hours answerphone)
Website: www.dogsthorpeinfants.co.uk
Email: office@dogsthorpeinfants.co.uk