



# Parent Handbook:

taking you step-by-step through starting at our school



Dulwich Hamlet  
Junior School







# Thank you for choosing Dulwich Hamlet Junior School

## Message from the DHJS Core Leadership Team...

It's great that your son or daughter are starting at our wonderful school. Thank you for selecting us!

We need some information from you. So, it's important that you read this Parent Handbook, complete our forms and read all of the school information.

### Forms to complete

Forms that we need you to fill in, once completed, you can cut these pages out and hand them in to the school office. Ideally, it would be great to have all the relevant forms to you completed and returned to us before the end of this Summer term 2015.

### Answering your questions

On page 22 is Key Information. If you have any questions that are not answered here, please contact the school office on 020 7525 9188/9 and we will be happy to help!

Policies can be found on our website  
[www.dulwichhamletjuniorschool.org.uk](http://www.dulwichhamletjuniorschool.org.uk)

Term dates can be found on the back of this booklet.

### Welcome to Dulwich Hamlet Junior School

We would like to welcome you and your child to Dulwich Hamlet Junior School. We look forward to getting to know you and sharing what we hope will be an exciting educational adventure for your child.

## Step 1

### STEP 1: Pupil Information Form

Dulwich Hamlet Junior School



All information will be treated as confidential to the school – **PLEASE PRINT CLEARLY**

Child's Legal Surname: \_\_\_\_\_ Legal Forename(s): \_\_\_\_\_ ☐ Boy ☐ Girl

Preferred Surname: \_\_\_\_\_ Preferred Forename(s): \_\_\_\_\_

Middle Name: \_\_\_\_\_ Date of Birth:  /  /

Address: \_\_\_\_\_ Position in Family ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐

Post Code: \_\_\_\_\_ Home Email: \_\_\_\_\_

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) with whom the child lives

Name: \_\_\_\_\_ Name: \_\_\_\_\_

☐ Mr ☐ Mrs ☐ Ms ☐ Mr ☐ Mrs ☐ Ms

Relationship: ☐ Mother ☐ Father ☐ Guardian Relationship: ☐ Mother ☐ Father ☐ Guardian

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ Telephone Numbers: \_\_\_\_\_

Mobile: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

#### Incase of illness or accident, please provide additional emergency numbers

Other Contacts in Case of Emergency

Contact 1 Name: \_\_\_\_\_ Contact 2 Name: \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ Telephone Numbers: \_\_\_\_\_

Work / Mobile: \_\_\_\_\_ Work / Mobile: \_\_\_\_\_

Permission to collect: ☐ Yes ☐ No Permission to collect: ☐ Yes ☐ No

Family Structure: ☐ Two parents ☐ two-parents – live apart ☐ one parent + one non parent

☐ one parent + one step parent live together ☐ one parent lives apart ☐ single parent ☐ foster parent/s

☐ parents deceased /other \_\_\_\_\_ (please specify)

Please write us any further information you may wish to give about your child or family circumstances:

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Signature: (parent/carer):

Date:  /  /

Please cut here



Child's Doctor: \_\_\_\_\_

Medical Conditions: Please give details of any conditions your child suffers from: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Surgery Address: \_\_\_\_\_

\_\_\_\_\_ Telephone Number: \_\_\_\_\_

Child's previous school \_\_\_\_\_

\_\_\_\_\_ Telephone Number: \_\_\_\_\_

Does your child have a sibling in this school? If so please state

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Name: \_\_\_\_\_ Class: \_\_\_\_\_

**School Meals:**

All children receive subsidised school meals under the 'Free Healthy School Meals' initiative. Is your child eligible for free school meals\* if so, they may also be eligible for discounts on music fees and school trips.

Please specify: \_\_\_\_\_

Free Healthy School Meal \_\_\_\_\_

Home Packed Lunch \_\_\_\_\_

Eligible for Financial Support\* This is for parents/carers who are in receipt of benefits and may need financial support and includes pupils who were eligible for free school meals. Now that meals are free for all children, please could parents specify as they may also be eligible for discounts on music fees and school trips.

**Dietary Needs:**

Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc

\_\_\_\_\_

**Travel to School:**

Please advise us of the main way your child will regularly travel to school:

☐ Car ☐ Cycle ☐ Bus ☐ Train ☐ Walk

Other \_\_\_\_\_

**Service Children in Education:** Are you a Services Family? \_\_\_\_\_ ☐ Yes ☐ No

**Special Needs:** Does your child have any Special Education Needs? ☐ Yes ☐ No. If yes, please state which Special Education Need/s your child has: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ethnicity \_\_\_\_\_ Home Language Spoken \_\_\_\_\_

First Language Spoken \_\_\_\_\_ Religion \_\_\_\_\_

Is English an additional language? \_\_\_\_\_ ☐ Yes ☐ No

If English is an additional language what level do you consider your child to be at

☐ Fluent ☐ Average ☐ Poor ☐ No English Spoken (please specify) \_\_\_\_\_

Place of Birth \_\_\_\_\_ Arrived in the Country: \_\_\_\_\_

Please sign the form in the space indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.

(Parental responsibility means all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property).

Signature: (parent/carer): \_\_\_\_\_

Signature: (parent/carer): \_\_\_\_\_

Date:    /    /

Step 1

Step 2

Dear Parents and Carers

Attached is the home-school agreement that parents were actively involved with developing. Schools are required to have these agreements to make sure that everyone within the school community is working towards the same ends.

We very much hope that you will sign your section of the agreement and then ask your child to sign his/her section at the end. Please return the signed agreement to the school office in an envelope marked 'Home-School Agreement' as soon as you can.

A copy of the agreement can be found in our School Handbook.

Yours sincerely

**The Core Leadership Team**

**The school will:**

- Welcome, value and respect each individual, recognising that the school serves a culturally and socially diverse community.
- Seek to create a caring community
- Provide a broad, balanced curriculum, based on the national requirements and appropriate to individual needs
- Develop the highest possible standards of teaching and learning
- Develop pupils' self-esteem, confidence, personal and social skills, and spiritual and moral values
- Work in partnership with parents/carers and involve the local community
- Keep parents/carers informed about school activities through regular letters home, the Hamlet Herald, and the school website
- Keep parents/carers informed of their child's progress at open evenings and provide a detailed written report at the end of each academic year
- Let parents/carers know of any problems or concerns that might affect their child's progress or behaviour

Signed

Sonia Case, Headteacher

**The parents/carers**

- I/we shall:
- Make sure my child arrives at school on time, prepared for learning
- Make sure that my child attends school regularly and that any absences are explained in person, by telephone or in writing
- Not take children on holidays or leave of absence for special occasions during term time, The Head teacher can only authorise absence during term time if circumstances are exceptional.
- Make sure that my child wears the proper school uniform marked with their name and appropriate, sensible school footwear
- Provide my child with PE kit (T-shirt, shorts, sports trainers)
- Support and co-operate with the school's Behaviour Policy
- Support my child in homework and other opportunities for home learning

- Let the school know about any concerns or problems that might affect my child's work or behaviour
- Attend Open Evenings and discussions about my child's progress

Signed

Date:    /    /

Please print name in block capitals

**The pupil**

I shall try to:

- Attend school regularly and on time
- Wear the proper school uniform, without accessories or jewellery and appropriate school footwear: plain hardwearing, dark blue or black
- Treat all members of the school community, adults and children alike, with respect
- Value and take good care of books and school equipment
- Hand in mobile phones (if essential to bring to school) to the school office and collect at the end of the school day
- Follow all school rules, and any class rules that are agreed with my teacher(s)
- Do all my classwork and homework as well as I can

Signed

Date:    /    /

Please print name in block capitals

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

\_\_\_\_\_

**Local Visits:** We believe that school visits and trips support and broaden the curriculum. Unfortunately, there have been times when a few children have missed a visit due to a permission slip not being returned and/or a member of the office staff not being able to make contact with you for verbal permission.

You will usually be notified of all school visits in advance. We would be grateful if you would give your permission for your child to accompany their class on each planned visit.

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Visits to local places of interest i.e. Dulwich Picture Gallery, Dulwich Park, local shop, studies or historical walks in Dulwich Village.

Visits to more distant places which may require transport i.e. Imperial War Museum, Science Museum, Globe Theatre.

The school will inform you if your child is travelling by transport to more distant places, but not necessarily if she/he is taken out for a local visit when transport is not require.

☐ ☐ I give permission for my child to be taken on local school visits.

☐ ☐ I understand that the school will inform me if my child is travelling by transport to more distant places.

|  |
|--|
| Signed: Parent / Carer / Guardian  |
| Date: <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"/> |

**Internet and ICT Acceptable Use Policy:** Full details can be found on the school website

[www.dulwichhamletjuniorschool.org.uk](http://www.dulwichhamletjuniorschool.org.uk)

☐ ☐ I have read and agree to abide by the rules of this policy

|  |
|--|
| Signed: Parent / Carer / Guardian  |
| Date: <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"/> |

**Library books:**

☐ ☐ I am willing for my child to bring a book home from the school library and am prepared to make a contribution towards a replacement book should the one brought home becomes lost or damaged while in my child’s care.

|  |
|--|
| Signed: Parent / Carer / Guardian  |
| Date: <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"/> |



Dear Parents & Carers

At Dulwich Hamlet we are fortunate to have many parents and carers who are willing to come in and volunteer their services for trips, talks, reading and sporting events, and we always are keen to build our databank still further. Occasionally adults come in to talk about specific subjects such as their cultural heritage or their line of job. If you feel this is something you could offer, contact me at school to talk more.

Each year we update our list to see who is still available, who is new, and what they’d like to assist with. Teachers will always aim to give you as much notice as possible before an event and check you are available on that date. They will also advise your role on the trip or in school e.g. reading with the children. Information regarding each event is usually available from office or teacher in charge should you need any further details.

If you are interested in becoming a volunteer for the Hamlet please complete and return the slip below as soon as possible.

I would like to volunteer for the following: (please tick all that apply)

☐ ☐ Any trip with any class / year group ☐ ☐ Any trip with my child’s class / year group only

☐ ☐ Any sporting event (home or away) ☐ ☐ Hearing children read

☐ ☐ I am prepared to drive the school minibs. (The office will need to see a copy of your driving licence.)

☐ ☐ I am DBS checked.

**PLEASE PRINT Name** \_\_\_\_\_

|  |
|--|
| Signed: Parent / Carer / Guardian  |
| Date: <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"/> |

Child’s name \_\_\_\_\_ Class \_\_\_\_\_

Telephone number \_\_\_\_\_ Email address \_\_\_\_\_

We stage numerous school events and know some parents/carer like to take photographs/videos of the school productions. As you know we have a policy in place with regards to the taking, making and use of images and you will have previously signed a consent form stating whether or not your child could be photographed.

If you wish to take photos at the production there is a strong possibility that other children will also be included within the picture.

At Dulwich Hamlet we are happy for parents and carers to take photos and video of events for personal use but we request that these images are not distributed or put online by yourself. This is to protect all members of the community. We would also request that you ensure that your taking a photograph does not interfere with other people viewing a school production and that it is not off-putting for our pupils.

We all enjoy and treasure images of our family and friends; family events, holidays and events are moments we all like to capture in photos or on video. We now have the exciting dimension of adding our images and videos to our online social network, such as Facebook, YouTube and many other websites. This means that we can easily share our photos and video with family and friends.

Whilst this can be very useful to all of us we must ensure we protect and safeguard all children and staff, including those who do not want to have their images stored online.

Please be aware that parents are not permitted to take photographs or to make a video recording for anything other than their own personal use.

- Once posted and shared online any image or video can be copied and will stay online forever.
- Some children are at risk and MUST NOT have their image put online. Not all members of the community will know who they are.
- Some people do not want their images online for personal or religious reasons.
- Some children and staff may have a complex family background which means that sharing their image online can have unforeseen consequences.
- Therefore in order to keep all members of the community safe we must all ‘Think Before We Post’ Online. **Photography and Images of Children:** Full details can be found on the school website

[www.dulwichhamletjuniorschool.org.uk](http://www.dulwichhamletjuniorschool.org.uk)

☐ ☐ I give permission for my child’s picture individually or part of a group, to be used on the school website, publications or films.

☐ ☐ I do not give permission for my child’s photograph to be used.

|  |
|--|
| Signed: Parent / Carer / Guardian  |
| Date: <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"/> |



The Dulwich Hamlet Junior School PTA is an active, fun and successful charity.We are fortunate at our school to have a PTA that is and has been an integral part of the school community for many years. In its time the PTA has raised thousands of pounds, which has been spent on equipment and resources to enhance our children’s education experience and the school’s facilities. This last year we have bought a brand new 17 seat mini bus with our school logo, and various items of sports equipment. Previous years have seen us pay for a wide range of items to enhance the children’s school experience, for example Apple Mac computers, Lego robotics, steel pans, an art project.

Our PTA is about much more than simply fundraising. The PTA exists to provide closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal. All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available.All families are automatically members of the Dulwich Hamlet Junior School PTA when their child joins the school.

In order to build on the current enthusiastic PTA and Class Rep team, we need new volunteers from Year 3. The Class Reps responsibilities are to:

- Arrange coffee mornings or social drinks for the class and year parents
- Communicate PTA information to the rest of the class
- Attend PTA meetings
- Assist at events and coordinate volunteers from your class

We also need volunteers to join our committee.There will be plenty of opportunities to bring in new ideas.

We appreciate any commitment that you are able to make to the PTA so please fill in the form below if you would like to be involved. You can return the completed form at the New Parents Evening or by posting into the white PTA postbox in the school office, or by emailing us: dhjspta@hotmail.co.uk

All parents become automatic members of the Dulwich Hamlet Junior School Parent Teacher Association, when your child joins our school. More information can be found on our home page of the school website under the PTA Website link [www.dulwichhamletjuniorschool.org.uk](http://www.dulwichhamletjuniorschool.org.uk)

Child’s name: \_\_\_\_\_

Class: \_\_\_\_\_

Parent / Carer / Guardian Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

I would like to be a Class Rep ☐ Yes ☐ No

I would like to join the committee ☐ Yes ☐ No

I would like to be an ad hoc helper ☐ Yes ☐ No

I would like my details added to the Class List ☐ Yes ☐ No



Step 6

Step 7

Please return this form to the School Office.

Child’s Name \_\_\_\_\_ Class \_\_\_\_\_

Please circle Brass, Strings,Woodwind or No Preference and then number the instruments in order of your preference.

**Brass:** Tutor: Miss Brant and Mr Ewens

☐ Trumpet ☐ Cornet ☐ Baritone ☐ Trombone ☐ Euphonium ☐ Tuba ☐ French Horn ☐ Tenor Horn

**Strings:** Tutor: Mr Pook and Mr Duff

☐ Violin ☐ Cello ☐ Acoustic Guitar ☐ Bass Guitar

**Woodwind:** Tutors: Miss Brant and Mr Beaney

☐ Flute ☐ Clarinet ☐ Recorder ☐ Oboe ☐ Saxophone (year 4 upwards)

No preference \_\_\_\_\_

Experience *Please tell us of any previous playing experience, if any* \_\_\_\_\_

Signed: Parent / Carer / Guardian

Date:  /  /

Your child will be seen as soon as possible. You will be notified shortly after if there is a space available, or if your child is to be put onto a waiting list.

Ownership of an instrument will not be a consideration and parents are advised not to purchase an instrument thinking that it will secure a place.

If you have existing private instrumental music tuition, we would encourage you to continue with this and allow the limited school based tuition places to go towards those who have not got satisfactory arrangements in place. We strongly advise parents against children having music lessons both in and out of school on the same instrument, as teaching methods can greatly vary and cause much confusion for a child in their early stages of learning an instrument. For children who have alternative music tuition outside school, we are keen that they are involved in school music on the same basis as those who are taught in school. (Please see separate ensemble letter).

Ability to pay is not a criterion and parents are advised to apply for lessons, and discuss financial support with the Headteacher once their child has been offered a place.

For office use:  
Instrumental Music

Child’s Name \_\_\_\_\_ Class \_\_\_\_\_

Your request to be considered for instrumental tuition has been received. You will hear from the Instrumental Music Teacher/ Tutor/Music Co-ordinator as soon as possible.

Music co-ordinator \_\_\_\_\_ Date  /  /

Please return this form to the School Office.

Children learning within school will be invited to join our ensembles when their teacher/tutor feels they have reached an appropriate standard.

We are keen that children receiving music tuition out of school are involved in school music through joining one of our many ensembles.

Our ensembles take place on a weekly basis and if a child joins, then it is expected that they commit to these rehearsals. It is not possible to join for one term, then swap to a different activity another term because it is offered, then expect to be able to re-join the original ensemble a term later.

Please note some rehearsals are during the lunch hour and some after school.

Unlike music tuition we do not make a charge to parents for involvement in our ensembles.

Please note that the ensembles are not appropriate for beginner players. It is expected that the children joining our groups will know a wide range of notes and have the ability to sight read the music. If you are unsure as to whether your child meets these criteria, please contact the school office for more information.

We aim to provide as many performance opportunities as possible for our ensembles throughout the school year. It is expected that members will take part in such events, (a chance for them to really ‘show off’ their talents!)

Child’s Name: \_\_\_\_\_ Class: \_\_\_\_\_

Instrument: \_\_\_\_\_

Please put a tick against the ensemble your child is interested in joining.

- ☐ **String Orchestra:** Mr Pook (Mondays 3:30-4:30) *Intermediate/advanced ability*
- ☐ **Flute Choir:** Mr Beaney (Fridays 12:45-1:15) *Intermediate/advanced ability*
- ☐ **Early Music Ensemble:** Miss Brant (Tuesdays 12:45 -1.15) *Advanced ability*
- ☐ **Guitar Ensemble:** Mr Duff (Thursdays 12:45 –1:15) *Intermediate/advanced ability*
- ☐ **Recorder Ensemble** Miss Brant (Wednesdays 12:15-12:45) *Intermediate ability*
- ☐ **Recorder Consort:** Miss Brant (Wednesdays 12:45-1:15) *Advanced ability*
- ☐ **Clarinet Choir:** Mr Beaney (Wednesdays 12:45-1:15) *Advanced ability*
- ☐ **Brass Ensemble:** Miss Brant & Mr Ewens (Tuesdays 3:30-4:15) *Intermediate/advanced ability*
- ☐ **Fusion Ensemble:** Miss Brant (Wednesdays 2:25 –3:25) *Intermediate/Advanced ability*

Please give us details of playing experience, including how long your child has been learning and grades taken, if applicable:

Signed: Parent / Carer / Guardian

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

Step 8

Step 9

Please ensure all sections are fully completed (in ink), sign on the reverse and return to the school office.

|   |         |                |   |
|---|---------|----------------|---|
| Child’s full name:  |         |                |   |
| Male / Female:  |         | Date of birth: | [ ] [ ] [ ] / [ ] [ ] [ ] / [ ] [ ] [ ] |
| School:   |         | Class:         |   |
| Address: (inc postcode)   |         |                |   |
| Who has parental responsibility? (please circle)  | Mother  | Father         | Both      Other: (please specify)       |
| Parent/Carer name:  |         |                |   |
| E-mail address:   |         |                |   |
| Tel: Home:  | Mobile: | Work:          |   |
| Parent/Carer name:  |         |                |   |
| E-mail address:   |         |                |   |
| 2 <sup>nd</sup> Parent/Carer address: (if different) (inc postcode)   |         |                |   |
| Tel: Home:  | Mobile: | Work:          |   |
| Name of sibling at DHJS:  |         |                |   |
| In cases of illness or accident, we may need to contact you quickly. Please ensure your numbers are current and up to date. Should we not be able to contact you please provide the name of an adult who has pick-up rights, that we may contact. |         |                |   |
| Name of emergency contact & relationship:   |         |                |   |

Please give details of any medical conditions or special circumstances that you feel we should be made aware of.

|                            |  |
|----------------------------|--|
| Medical condition:         |  |
| Disability:                |  |
| Special circumstances:     |  |
| <u>NON-FOOD</u> Allergies: |  |

Please cut here



|   |  |
|---|--|
| FOOD Allergies:                                   |  |
| Child's religion:                                 |  |
| Additional information you feel may be important: |  |
|   |  |

☐ I have read on the school website the B&ASC terms and conditions and agree that I will abide by them. please tick.

|                                   |
|-----------------------------------|
| PRINT NAME                        |
| Signed: Parent / Carer / Guardian |
| Date: [ ] [ ] / [ ] [ ] / [ ] [ ] |



Step 9

Step 10

Dear Parents/Carers

VOLUNTARY CONTRIBUTIONS – 2015/2016

As we start a new academic year, the time has come, to ask for your generous contributions to the School Fund, which should be paid by Parent Pay, as explained below.

The Voluntary Contribution scheme is vital for the school to be able to provide many extra-curricular activities for our children. Contributions are used to cover the cost of school trips to museums, galleries, gardens, sites of historical interest, places of worship and other interesting venues. They also enable us to have visitors to the school to work with children in such areas as acting, dancing and historical activities, as well as allowing us to run various workshops and special quizzes.The cost of these events can be anywhere from £150 to £450 per session, while the cost of coaches involved in taking children on school trips can range from £425 per day to £850 a day if a whole year group is involved.

None of these activities, which greatly enhance each child's learning experience, can take place without the help of parents. The school budget simply cannot cover the large number of extra visits and other events that are carefully planned by teachers to support the curriculum and give children a wider, richer view of life. Children are naturally enthusiastic and all the extra activities that our school provides, with your help and support, foster and build on this enthusiasm and thirst for knowledge.

To enable us to continue offering our children all these extra experiences, we ask parents to send in a contribution of £20.00 per term (collected in the Autumn, Spring and Summer),or £60.00 per year.

To send in your donation, PLEASE COMPLETE THEVOLUNTARY CONTRIBUTION SLIP BELOW and send it to the office, in a named envelope. We would prefer not to accept cash or cheques, as our preferred method of payment is via Parent Pay. (Please note you will receive your Parent Pay details when your child starts in September).

Please do send in your contribution as soon as possible, and accept our thanks in advance.

VOLUNTARY CONTRIBUTION SUMMER TERM      Ref. No. \_\_\_\_\_

(For Office Use)

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

I have paid £ \_\_\_\_\_ as a voluntary contribution towards the School Fund via Parent Pay.  
OR  
I have paid by cash /cheque on this occasion \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_ Date: \_\_\_\_\_

Privacy Notice - Data Protection Act 1998

We Dulwich Hamlet Educational Trust are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and any other educational settings. We hold this personal data to:

Support your learning; Monitor and report on your progress; Provide appropriate pastoral care, and Assess how well we are doing.

Information about you and/or your child that we hold, includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

If you want to receive a copy of the information about you that we hold or share, please contact Mrs Chrissie Purcell, Senior Admin Officer.

If you need more information about how the LA and DfE store and use your information, then please go to the following website: [www.southwark.gov.uk](http://www.southwark.gov.uk) or <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

Data Protection requests

Under the data Protection Act 1998 (DPA), you have the right to apply for a copy of the personal information held about you by Southwark Council. A request for information about yourself is known as a ‘subject access request’, so called because you are the data subject. You can make a subject access request by emailing [accessinfo@southwark.gov.uk](mailto:accessinfo@southwark.gov.uk)

Alternatively you can contact the Corporate Freedom of Information Officer at:

Southwark Council  
Finance and Corporate Services  
Governance Team  
PO Box 64529  
London SE1P 5LX

Tel: 020 7525 7511

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>  
Email: <http://www.education.gov.uk/help/contactus> Tel: 0370 000 2288

Step 11

The Governing Body and the School Staff think that a simple, comfortable school uniform contributes to a sense of school community and avoids fashion competitiveness. Our uniform is easy to wear and practical.

The uniform is based on the colours: navy, jade and white

Tops

- Sweatshirt \_\_\_\_\_ - available in navy bearing school logo
- Hooded Top \_\_\_\_\_ - available in navy bearing school logo, with lettering on the back
- Polo-Shirt \_\_\_\_\_ - available in jade
- T-Shirt \_\_\_\_\_ - available in navy bearing school logo
- PE T-Shirt \_\_\_\_\_ - available in white bearing school logo, with lettering on the back

These items are all available from the PTA or by logging on to **[www.yourschooluniform.com](http://www.yourschooluniform.com)**

Trousers and skirts

Plain long navy trousers in plain fabric in a smart school uniform style (combats, jeans, corduroy or baggy trousers are **NOT** acceptable). The same rule applies to navy blue summer shorts (no denim or cargos) which should be knee length, not below the knee. Girl's skirts or pinafores should also be plain navy and of a reasonable length. These items are available at most major stores in different price ranges and through **[www.yourschooluniform.com](http://www.yourschooluniform.com)**

School summer dresses

Girls may wear only blue summer dresses. These are available at most major stores in different price ranges and through **[www.yourschooluniform.com](http://www.yourschooluniform.com)**

PE / Sports activities

School PE T-Shirt (see above) or plain white T-shirts are acceptable.  
Navy sweat-pants / shorts. These are available at most major stores in different price ranges and through **[www.yourschooluniform.com](http://www.yourschooluniform.com)**

Shoes and Socks

Black or Navy shoes suitable for school wear (not fashion items or canvas).  
White socks or one plain dark colour. These are available at most major stores in different price ranges and through **[www.yourschooluniform.com](http://www.yourschooluniform.com)**

Coats and fleeces

All coats and fleeces bearing the school logo, are offered by the PTA and are optional. Parents can also buy similar items without the school logo from major stores and through **[www.yourschooluniform.com](http://www.yourschooluniform.com)**

Hat

Navy blue hat bears the school logo. Available from the PTA and at **[www.yourschooluniform.com](http://www.yourschooluniform.com)**

Swimming Hats

Available from the PTA shop (these are for Year 4 & 5)

Book Bag

The children are given their first book bag by the school. Replacement bags can be purchased from the PTA. And at **[www.yourschooluniform.com](http://www.yourschooluniform.com)**

Jewellery & Hair Accessories

Only watches and plain stud earrings are allowed. Girls can wear simple plain hair bands.





Dear Parents and Carers

As a school we are always looking at ways to improve facilities available to our children and parents and with this in mind we have re-assessed our school uniform policy.

‘Your School Uniform’ (who currently supplies our uniform) is providing an online system for parents, which can be accessed via the school website or directly from **www.your-schooluniform.co.uk**

The system is now available for you to make purchases via the online system. The following 4 options show you the available procedure:

Order uniform online by debit / credit cards.

Raise order online, print off and then send with cheque directly to company.

Visit the school uniform shop, open on Fridays at 9:00am.

(The shop has a smaller range of items, not as comprehensive as online).

Options 1 & 2 - items will be delivered to the address of your choice.

What are the advantages?

Uniform can be ordered when school is closed (school holidays etc).

Full catalogue available for you to browse and order other items of uniform if you wish.

The company offer a “no quibble” replacement guarantee. There will be a full refund on plain items and a credit for embroidered items. To ensure that correct sizes are ordered, you can visit the uniform shop on Friday mornings at 9:00am.



### How do we communicate with you?

We believe effective communication between the school and yourselves is essential in getting the best from what we can offer you. We achieve this in a number of ways:

- The Hamlet Herald, the Head Teacher’s monthly newsletter, publishes a detailed diary list of all up coming events for the month, including trips, sporting fixtures, class assemblies and much more. Please keep it in a handy place to refer to.
- Our school website has all the letters that we send out via the children. If you do not receive a letter, please check Noticeboard on the website.
- The Homepage of the school website is updated on a regular basis, with a diary of events of the coming week – **please check that before calling the office.**
- Many letters, often A5, go home via your child’s book bag – please check it on a daily basis.
- We use text messaging for letting you know if clubs are cancelled, changes in school arrangements, or other occasional reminders. Please ensure we have the most up to date numbers. Text messages will automatically default to the mother’s number, unless otherwise notified to the school office.
- We tweet reminders, updates and other information which can be sent directly to your phone if you become a “follower” by going to **www.twitter.com/Dulwichhamlet**
- There are notice boards outside the Year Groups to inform you of curriculum coverage for the half term.
- We are assembling on going ‘ibooks’ providing information about the curriculum and work covered at school and beyond.

### How do you communicate with us?

- Our school office is one we are proud of – well staffed by knowledgeable personnel, who are keen to listen and answer your questions. Our office hours for parents and carers are: 8:45 – 9:30am, 12:00 – 12:45pm and 3:00 – 4:30pm  
**Outside these hours we would appreciate that visits are not made.**
- If your child is sick or absent from school for any other authorised reason such as a medical appointment or examination off site, call the school office and leave a message on the answerphone **before the start of the school day** or call the school office and speak to a member of office staff.
- Do not provide information in regard to absence via the class teacher.
- Some of the greatest issues arise with late pick ups or changes in pick up arrangements. Please call the office if normal pick-up arrangements change and we will let your child know. Children should be collected promptly at 3:25pm unless attending a club when pick-up is 4:30pm. The office closes at 4:30pm and every late pick-up means a member of staff other than the office, is required to chase parents and carers – this creates demands on both staff and the child concerned.
- Please inform the office of any changes to telephone numbers or email addresses of all contacts.
- If you wish to speak to a teacher, they are normally out on the playground before school. However in the morning they do need to get their class in promptly so please don’t engage them in lengthy conversations at this point, much easier to arrange a time which is mutually convenient.
- Teachers are out on the playground at the end of each school day. This is a time when you see them to make a further appointment or discuss smaller issues. Messages can be left for teachers at the office reception desk.
- Parents can communicate with teachers through email and again that’s fine but with a couple of caveats: teachers are teaching during the day and so are not checking emails – and will not necessarily be able to respond straight away. Emails that are in relation to small issues such as forgotten homework, going home arrangements etc, may not be responded to at all - this is not a good use of a teacher’s time. Emails of a more delicate nature or with more important content will be responded to – either with a suggestion to meet face to face or with an acknowledgement of the concern expressed. We are happy for you to have the teacher’s email if requested.



The office staff can be contacted on the email addresses below and we are trying to sort emails to the right member of staff.

Please note these emails for future contact:

- sroberts23.210@lgflmail.org – finance
- cpurcell4.210@lgflmail.org – school admissions, attendance, French trip
- jspringford1.210@lgflmail.org – breakfast & after school care
- mmalecki1.210@lgflmail.iorg – music lessons and fees, school voluntary fund,Y5 Arethusa trip
- hireton.210@lgflmail.org – clubs, school lunches, absence requests (which should be marked for the attention of the Head Teacher)
- sbartle3.210@lgflmail.org - office
- mbordekuofie.210@lgflmail.org - office
- office@dulwichhamletjuniorschool.org.uk – general office enquires

Other information email addresses for the **Core Leadership Team**

- scase2.210@lgflmail.org – Sonia Case Head Teacher
- cpurcell5.210@lgflmail.org – Claire Purcell Deputy Head Teacher
- sbaxendale.210@lgflmail.org – Sharon Baxendale Assistant Head Teacher and Inclusion Manager
- mraven4.210@lgflmail.org – Mark Raven Assistant Head Teacher and Head of Curriculum & ICT
- nthomson3.210@lgflmail.org – Nikki Thomson Leader of Wider Learning

If your child has forgotten homework, water bottles, packed lunch, music sheets, musical instruments, clothing including trainers, swimming kits, sportswear and equipment, special items such as marbles or other ‘special request’, you will need to bring that item to the office. These items will be collected from the office by the child concerned at break times. It is not fair to the children or the teacher to interrupt lessons. **PLEASE NOTE: Forgotten items will not be phoned home for. Please speak to your child about collecting forgotten items from the office.**

Other matters – when paying for clubs, School Voluntary Fund, occasional trip request, musical tuition, residential trips etc, we request these to be paid by the following method:

Payments can be made via Parent Pay. All new parents will receive an activation letter and instructions when their child starts the school.

Those unable to pay online will be able to make cash payments via PayPoint outlets.







Dulwich Hamlet Junior School has been at the heart of the local community since 1884. Since that time, local children have poured into the school from the surrounding area, some accompanied by parents, and even grandparents, who were also pupils at the school. The school has become integral to village life and a cornerstone of the community. We strive to maintain this special place in the future of Dulwich.







What are our school times?

|                                     |
|-------------------------------------|
| Morning session: 8.55am to 12.15pm  |
| Break: 11.00am to 11.15am           |
| Afternoon session: 1.25pm to 3.25pm |
| Lunch break: 12.15pm to 1.25pm      |

Breakfast club

The school's breakfast club is open from 7.45am to 8.45am. Nutritional breakfasts are provided - cost is £4 per child per session.

Afterschool club

Our afterschool club is open from 3.30pm to 5.45pm, and a light snack/tea is provided. Cost is £10 per child per session. Creative and fun activities are provided or children can do homework, although staff are not able to assist with this.

To reserve a place please call the school office or telephone 07843 106649/ 07761 827 965.

Arrivals and departures

The school gates open at 8.45am and children can be left in the playground from this time, as an adult will be on duty. The school bell rings at 8:55am. Parents are encouraged to walk with their children to school but children are also encouraged to cycle or scoot to school. Dogs are not allowed on the school grounds and should not be tied to the front gates. Please note that the school and grounds are non-smoking areas.

Playgrounds

There are two main school playgrounds, 'Village' and 'Turney' and one smaller playground, 'Little Turney'. We have a new adventure trail, virtual pond area, maze seating, Buddy Bus Stops, and numerous seating areas, as well as a giant chessboard. At the discretion of staff children may bring in lightweight balls to play with, or choose from our store of games.

Uniform

We believe that our school uniform gives children a sense of belonging and community identity. All children should wear:

- school sweatshirt or hoodie
- school polo shirt or T-shirt, in either jade or navy blue
- navy blue trousers, skirts or shorts - combats, jeans, corduroy or baggy trousers are not allowed.
- sensible black or dark blue shoes - no trainers, open-toe sandals, canvas or fashion-wear.

P.E.

- white school T-shirt
- blue shorts (or long sweat pants in winter)
- plimsolls or trainers

Only watches and plain stud earrings are allowed. Girls can wear simple plain headbands.

Buying school uniform

'Your School Uniform' currently supplies our uniform, and can be ordered on line at [www.your-schooluniform.co.uk](http://www.your-schooluniform.co.uk)

Food in school

School meals

Southwark Council subsidises school meals for all pupils in Year 3, 4, 5 and 6, which means there is no cost for a school lunch at our school.

We hope that many pupils will enjoy the huge variety of international dishes and fantastic meals that are prepared in the school kitchens by our chef. Vegetarian meals, salads, puddings and fresh fruit are served all day. Meals are served from an open plan kitchen on plates and bowls and all fruit and vegetables are freshly prepared each day on the premises.

Children are also welcome to bring in a packed lunch, which can be eaten at picnic tables in the playground or in the dining hall. Fresh drinking water and milk are provided with meals.

Healthy snacks and drinks

Under the Fruit in School scheme children are entitled to a piece of fruit each day free of charge. This is given as a playtime snack. Children are encouraged to drink water and can fill water bottles from fountains throughout the day.

If your child needs a snack at 3.25pm before walking home or going to a club, please make sure it's a healthy one such as a piece of fruit. We aim to be a healthy school without litter.

Money matters

The funding that Dulwich Hamlet receives from the Department for Education only covers the basic requirements of running the school. The school governors therefore request a donation of £20 per child, per term to covers costs of school trips and activities.

The school also charges for instrumental music lessons (prices are considerably cheaper than external lessons), clubs and Year 5 and 6 residential trips. Such expenses are subsidised where necessary. Occasionally parents are asked to pay for materials used in cooking or design technology.

We no longer accept cheques as a payment method.

We will continue to accept childcare vouchers which can be used for clubs and Breakfast & After School Care only.

Our preferred method of payment is via ParentPay. You will receive your login details when your child joins us.

Homework

Each Year Group organises homework on the basis of the age and learning stage of the children, curriculum links, and the Year Group's 'identity', which are:

|                        |
|------------------------|
| Year 3: Challenge      |
| Year 4: Independence   |
| Year 5: Responsibility |
| Year 6: Achievement    |

Parents will always be informed of dates when homework is set and due in.

Illness

Our support staff are trained in first-aid and if a child becomes unwell we have a quiet rest and assessment area. Parents will be informed in writing of any head injuries, and we will always contact parents or carers in the event of an emergency. The school has well-established guidelines on medication, which are available from the school office.



Why do we need policies?

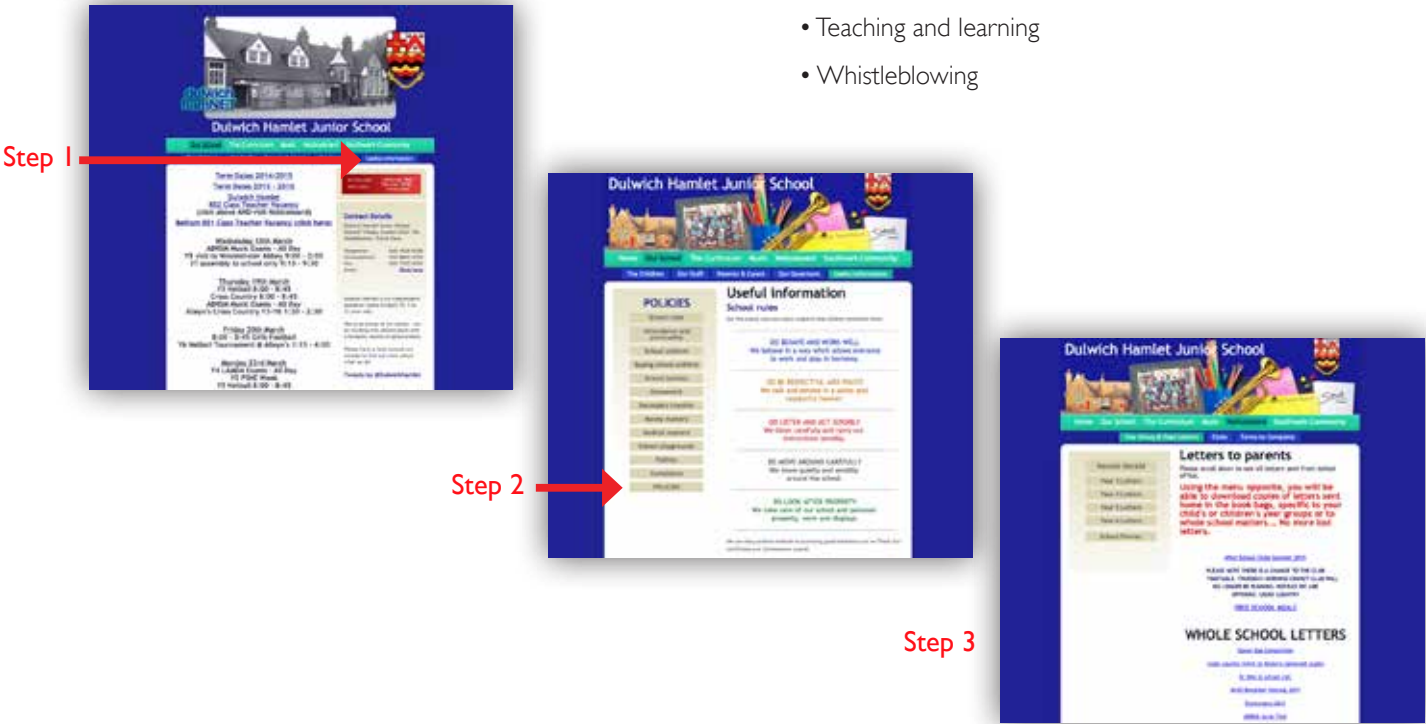
For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

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.

Why do we need policies?

At Dulwich Hamlet Junior School we believe policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. To review our policies either ask at the school office or visit [www.dulwichhamletjuniorschool.org.uk](http://www.dulwichhamletjuniorschool.org.uk), click on 'Useful Information', scroll down to 'Policies' then click on 'School Policies.'



Term dates 2015-2016

Autumn term 2015

(STAFF INSET DAY Tuesday 1 September)  
**Term starts:**  
Wednesday 2 September - Thursday 22 October  
(STAFF INSET DAY Friday 23 October)

**Half Term:**  
Monday 26 October - Friday 30 October

**Term dates:**  
Monday 2 November - Friday 18 December

Spring term 2016

(STAFF INSET DAY Monday 4 January)  
**Term starts:**  
Tuesday 5 January - Friday 12 February  
**Half Term:**  
Monday 15 February - Friday 19 February

**Term dates:**  
Monday 22 February - Thursday 24 March

Summer term 2016

(STAFF INSET DAY Monday 11 April)  
**Term starts:**  
Tuesday 12 April - Thursday 26 May  
(STAFF INSET DAY Friday 27 May)  
**Half Term:**  
Monday 30 May - Friday 3 June  
**Term dates:**  
Monday 6 June – Wednesday 20 July





# Dulwich Hamlet Junior School



Dulwich Hamlet Junior School  
Dulwich Village, London SE21 7AL

Headteacher: Sonia Case

Deputy Headteacher: Claire Purcell

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Twitter: @Dulwichhamlet

