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Headteacher: Mrs Louise Norgate

Thursday 7<sup>th</sup> September 2017

Dear Parents

Welcome back. I have put this letter together to try and answer frequently asked questions and as a reminder about what the school prospectus (on the school website) says. If you have any further questions about the content or any other issue, please do not hesitate to contact me.

### School Day

The school site will open at 8.30 am and the doors at 8.40 am. The doors and gates will close and be locked at 8.50 am. Registration is at 8.50 am and 1.15 pm. Children who arrive after 8.50 am will need to enter via the school office where their attendance will be marked as late. The school day finishes at 3.10 pm for Reception and 3.20 pm for years 1-6. Children must be collected promptly.

### Collection of Monies and Forms

All monies, (except lunch which can also be paid into the reval machine in reception), should be placed in envelopes with any forms, clearly marked with the child's name, the amount included and what the money is for. Envelopes should be sent in with pupils where they will be collected in the classroom at morning registration. School cheques should be made payable to Dussindale Primary School. Money for tuck shop must be in a named purse or envelope.

### School Lunches

School Lunches, including free infant school meals (pupils in Year R, 1 and 2) **must** be booked a week in advance using the pre order form. In years 3 - 6 children can order daily by 9.30 am. Only meals that are booked **will** be supplied. Where a meal has not been ordered the parent will be contacted and asked to bring in a packed lunch. All school dinners must be paid for in advance. After October half term Dussindale aims to move to an online ordering and payment service.



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## Medication

Medication will only be administered if your child has an agreed care plan or if prescribed antibiotics require four doses per day. A consent form must be completed and can be obtained from the school office or website.

## Absences

Should your child be unwell please telephone the school and leave a message on the answer phone or use parent mail by 9.30am. Due to an amendment to the Education Regulations 2006 by the DfE leave of absence will only be authorised in special circumstances if your child's attendance exceeds 92%. The form to apply for leave of absence in special circumstances can be downloaded from the policy section of the school website. Please be aware that current legislation states that parents can be fined for taking their child on holiday during term time without the school's permission.

## Daily Office Procedures

The office will be open to enquiries from 8.30 am - 10 am and 2.30 pm - 4 pm daily. Outside these times, it may be necessary to leave a message on the answer phone or e-mail [office@dussindale.norfolk.sch.uk](mailto:office@dussindale.norfolk.sch.uk). In these circumstances, a member of the office staff or Senior Leadership Team will respond as soon as possible.

## Water Bottles

Please send your child/ren into school with a named water bottle. These are kept in the classroom and are readily available for children to sip during lessons. Research has shown that water is good for the brain and will help children to increase their concentration and achievement. Even if your child is not keen on water, it is still a good idea for them to have a bottle. I have observed many will sip it if this is the only thing available to them!

## PE kits

Please provide your child/ren with a named PE kit in a bag. The kit should contain a white t-shirt, black shorts and a pair of trainers with tie up laces or Velcro appropriate for sport. Sending your child with incorrect clothing can put them at risk of an accident. Advice from Norfolk County Council is that earrings should be removed in the morning, prior to the school day and shoulder length hair tied back. If ears have been pierced in the last 6 weeks, the advice is that studs should be worn and that parents must provide plasters or micro tape to cover the studs. Staff are not allowed to remove earrings.

## Music Lessons

The Rock & Pop foundation are continuing to offer guitar and drum lessons. Lessons are available to students from Year 3 upwards, either in groups or on a one-to-one basis. Group guitar lessons are £7.90 and drum lessons are £8.30 per 20 minute lesson. For more



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information and to register your interest please visit [www.rockandpopfoundation.com/enrol](http://www.rockandpopfoundation.com/enrol) or pick up a form from the school office.

### **Clothing**

Please label all your child/ren's clothing. If clothing is labelled we endeavor to return it. Unfortunately when items are not named it is an impossible situation. If your child loses an item of clothing please check the lost property box inside the doors off the school playground.

### **Parent Helpers**

With the new academic year now underway, teachers are crying out for parents to come in and help at any hour of the day! If you feel you could offer some assistance, please let us know so we can arrange for you to have the necessary safeguarding checks in order to be able to assist!

### **Daily Messages**

If you have a message for the class teacher about your child, please write it in the green contact book.

### **Appointments**

If you wish to make an appointment with a class teacher, please write it in the green contact book and give a brief reason for the appointment. This will enable a swift response and a date for a meeting arranged.

I appreciate there is a lot of information to take in and thank you in anticipation of your efforts.

Yours sincerely

Mrs L Norgate  
Headteacher



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