

Reporting an absence

If your child is unable to attend school through illness, please telephone the school office before 9.30am so that the absence can be recorded as authorised. If a child is not at school without explanation we will phone you to make further enquiries.

Holidays in term time

As a consequence of amendments to Department for Education regulations, the school will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional.

Parents/carers needing leave of absence for *exceptional* circumstances should complete a form (where applicable) at least two weeks before the anticipated start date as absences will not be granted retrospectively. The reason for the request should be given in detail. We will also take into account the current attendance for each child when making a decision.

Appointments

Hospital/ dental appointments are approved absences. If you or another designated adult need to collect your child for an appointment during the day, please inform the class teacher or office in advance.

Illness during school hours

If your child becomes ill during the day, we will contact you by telephone and request that you or a named representative collects him/her. Any minor ailment will be treated by one of the school's First Aiders. In the event of a bump to the head, a letter will be sent home.

Please keep contact numbers up to date in case of an emergency.

Medicines in school time



Parents should note that staff are able to administer medicine providing a consent form has been completed. See school policy.

Text Messaging Service



We operate a text messaging system at Dove Bank in order to keep parents informed about events, deadlines, parents' evening or emergency closures.

Anxieties and Concerns - The school operates an open door policy - although a phone call making an appointment is helpful, it is not essential. You may want to pop in to talk about your child, ask a question or share some relevant information. As a general 'rule', if it's a class issue, always ask to see the teacher first - they will be more than happy to help.

Dove Bank Primary School

Key Information for Reception Parents



Telephone: 01530 262371

Website: www.dovebankprimary.co.uk

Twitter @DoveBankPrimary

Oak Class staff

Miss Hopper and Ms Earp

The School Day

Morning registration - 8.55 a.m. (Children can come into school from 8.45 a.m.)
Lunch-time - 11.45 a.m. until 12.45 p.m.
School finishes - 3.10 p.m.

Golden Rules

- We are polite, well-mannered and helpful-we don't offend others with our actions, bad language or swearing
- We are gentle - we don't hurt others and keep our hands and feet to ourselves
- We work hard - we don't waste our or others' time
- We listen - we don't interrupt, answer back or ignore instructions
- We are honest - we don't cover up the truth
- We look after property - we don't waste or damage things

Lunchtime Meals - All pupils in Reception, Y1 and Y2 are entitled to a free hot school-meal.

However, if preferred, your child may bring his/her own packed lunch and non-fizzy drink in a plastic container. We request that parents provide healthy lunch boxes for children and do not send sweets or chocolate bars.

Dove Bank is a nut free zone; please do not send peanut butter sandwiches or any nut products into school.

Fruit – Pupils in Oak Class are provided with a piece of fruit to eat during morning snack-time.



Child Protection - In the interests of security, all visitors, are asked to sign in/out and are given an identification badge to wear.

If we suspect non-accidental injuries, or we receive a disclosure from a pupil, the law places a duty on staff in schools to report possible cases of child abuse and therefore there may be occasions when we have to consult other agencies, such as the Social Services Department, even before we contact you.

The Headteacher, Mr Cheesman is the designated Child Protection Leader; in his absence, you should speak to Mrs Fletcher who is also a Designated Safeguarding Lead.

Early Years Foundation Stage (EYFS)

Children in our Reception class follow the Foundation Stage curriculum which involves young children experimenting, investigating, and making sense of the world around them through play.

Exciting first hand experiences, both self-initiated and adult-led, enable the children to develop knowledge, understanding and key skills in seven areas of learning which provide a sound basis for later education:

Three Prime Areas

- Personal, Social and Emotional Development (Making Relationships; Self-confidence and self-awareness; Managing Feelings and Behaviour)
- Communication and Language (Listening and Attention; Understanding; Speaking)
- Physical Development (Moving and Handling; Health and Self-Care)

Four Specific Areas

- Literacy (Reading, Writing)
- Mathematics (Numbers, Shape, Space and Measures)
- Understanding the World (People and Communities, The World, Technology)
- Expressive Arts and Design (Exploring and Using Media and Materials; Being Imaginative).



Uniform

- Royal blue sweatshirt with school logo
- White or blue polo shirt/shirt
- Reversible jacket or fleece jacket
- Black or grey skirt/pinafore dress/Culottes/ trousers
- Black 'outdoor' shoes which may be buckled, laced or slip-on
- Black 'indoor' plimsolls
- Plain white/dark socks or navy/black/grey tights for girls.
- PE Kit - A pair of blue or black shorts, plain white t-shirt/polo shirt, (black plimsolls), blue/black tracksuit.

Jewellery - We prefer pupils not to wear jewellery for health and safety reasons.

Lost Property - We request that all items that are brought into school are clearly labelled. Lost property will be kept in the main foyer.

Head lice - We advise parents to follow the guidance, as follows, once a week, to prevent the spread of head lice: Look through your child's hair, paying particular attention to the crown where eggs are usually laid, behind the ears and base of neck. Treat any head lice with appropriate head lice lotions or conditioner. Comb the hair through over a with a head lice comb.

Please inform school if you do find head lice so that we can send out a letter to children in that class.