



DAIR HOUSE  
SCHOOL

PARENTS'  
HANDBOOK

NOVEMBER 2011

## **Welcome**

Dair House School has always placed a great deal of importance on building and maintaining close relationships with our parents so that we can all ensure the main aim of the school:

‘A sure foundation from the start’ - **‘principium a principio’**.

We hope that the information contained within, together with your introductory visits to Dair House School, will answer any questions or concerns you or your child may have. However, should there be anything else you would like to know, please do not hesitate to contact us.

We look forward to welcoming you and very much hope that you will enjoy a long and happy association with Dair House School, one which will continue even after your child has left us. The handbook contains information about Dair House School organised in alphabetical order.

We always welcome ideas which will improve the handbook.

## **Absence from School and Time Off**

In emergencies, when your child is ill, or if they are going to be late in, please telephone Mrs Thorpe. If they are ill, please follow this up the next day with a note to the Form Teacher.

In the case of dental or medical appointments, a note informing your child's Form Teacher is sufficient. For all other cases, please write to the Headmaster seeking permission for absence. Please be aware that the Headmaster has a duty to ensure that your child attends school. He is legally required to keep a record and to report unauthorised absences.

We are particularly keen that children attend ends of term, because it is then that we celebrate, as a school, the achievements of individual children and Houses.

Please make every effort to avoid arranging holidays in term time.

## **Achievement, Awards and Discipline**

Discipline is maintained using a system of reward and praise for good behaviour, performance and effort. Teachers nominate children for ‘Work of The Week’ or The Kindness Cup.

Teachers will also award stickers and/or House Points to individuals, not only for achievements in academic work, but also for acts of kindness, good manners, helpfulness, effort or perhaps for overcoming a particular problem.

We greatly enjoy celebrating out of school successes of Dair House children in our school assemblies, so please do inform us of any achievements of your children.

We believe that children will make small mistakes which will be dealt with at school without necessarily involving parents. Parents are however, always informed of more serious matters of unacceptable behaviour. We ask parents to support our decisions and to help their children to learn to behave within acceptable behavioural boundaries.

## **After School Club**

3.30pm - 5.00pm. There is an after school care service available, this is separate to the extra-curricular clubs. Further details are available from Mrs Cornwell.

## **Assemblies**

All children attend assembly each day except on Fridays. While the majority of acts of worship in our school are Christian, we also hold assemblies that reflect other religious traditions which are represented in the school and the wider community. The School will prepare children for life in a multicultural society.

On Thursday mornings each class will produce an assembly to which parents are invited by the Form Teacher.

### **Assessment and Reporting**

All teachers continually assess children's progress and attainment both informally and formally. At the end of the Autumn and Summer Terms you will be sent a detailed report on your child's achievements in each area of the curriculum.

We also use standardised assessments to inform us of the progress of the children.

### **Book Bags**

These are a useful method of communication. These need to be checked daily by parents as they may contain important communications from us regarding individual pupils, forms, or school events. Letters relevant to the whole school are usually only given to the eldest member of each family to reduce printing costs.

### **Breaktimes**

Nursery and Reception children share their breaks in the EYFS garden.

The older children play on the hard surface area and field. At all times children are closely supervised.

### **Bullying**

We have a very positive response to bullying and, although this is rarely relevant in Dair House School, our Anti-bullying policy accompanies this booklet and is on the School website. Mrs Southerden, our Deputy Head, is responsible for any pastoral care issues.

### **Calendar of School Events.**

A calendar of events will be sent to you at the beginning of each term. This also contains future term dates and school contact details.

### **Car Parking**

**Please drive extremely slowly and exercise patience and understanding.**

To help keep your children safe please use the footpaths, drive cautiously, and do not park in front of the main door.

The car park can be very busy, so if parents could drop-off/pick-up children quickly it would help with easing congestion. At times parents will be asked to park in the overflow area near the tennis courts.

Please do not wait or park on the main road, the A355, or park across driveways on Fairfield Lane. At peak times please enter the school car park from the left only and turn left only when leaving. Children must be collected from the school entrance at the end of the day and are not allowed to go unescorted to a parked car.

If parents are going to leave their cars unattended for any length of time in the school car park, they must ask permission from the Bursar beforehand.

Please adhere to the one way system at all times.

### **Chairman of Governors**

In the event that you wish to write to the Chairman (Mr J. O'Brien.) please write to him c/o the school; we will forward his mail.

### **Child Protection**

As a school we are well placed to help protect your children. Our Child Protection Policy, which accompanies this handbook has been approved by the Buckinghamshire Safeguarding team.

Our policy applies to all governors, staff and volunteers working in the school. If you are at all concerned about a possible Child Protection matter, please contact the Headmaster who is also the Child Protection Officer, or the school governor responsible for this area, Mrs Anne Dyer via the School Office.

## **Communication**

Form Teachers are usually available daily in their classrooms before school (between 8.00am and 8.25am) to allow for any exchanges of information to take place. If you wish to discuss private matters with staff, they are happy, with a little notice, to make an appointment to meet with parents after school to discuss bigger issues.

The School Office (Tel. 01753 643964) The School Office is staffed daily between 8.30am and 4.00pm. Mrs Thorpe and Mrs Cornwell are happy to answer any questions you may have, or to pass messages on to staff.

## **Concerns or Complaints**

It would be extremely unlikely if, during the course of your child's education at Dair House School, they did not experience some problems, or difficulties. If this happens a member of staff will contact you to discuss the situation.

Similarly, if at any stage you have worries or concerns, or feel that your child may be experiencing some difficulties, please do not hesitate to contact your child's Form Teacher. In the event of a more delicate matter, the Deputy Head will always be happy to meet to discuss your concerns. If matters are unresolved, or you need more help please contact the Headmaster.

The School has a formal complaints procedure, which accompanies this handbook and is also on the school website. If, having used the available communications channels, you feel that you have a complaint, please consult the Complaints Policy.

## **Curriculum**

At the start of the Autumn Term we arrange a Curriculum Evening to explain the curriculum to our parents in each year group.

We base our teaching on the Early Years Framework and the National Curriculum. If you have any queries please contact the Form Teacher initially. The Headmaster is always available to answer any questions.

## **Daily Routine**

8.00 am - 8.25 am: Breakfast Club available- details from Mrs Cornwell.

### **The Nursery School Day**

8.25 am	School Entrance door opened
8.40 am	Registration
8.45 am	Assembly
9.05 am	Learning/activity sessions 1 and 2
10.00 am	Snack in the classroom
10.20 am	Playtime
10.40 am	Sessions 3 and 4
11.55 am	Lunch for children staying all day
12.00 pm	Story Time for children going home
12.15 pm	Home children dismissed
3.20 pm	Nursery children passed to the parent at the Nursery ramp by the teachers

### **The Reception, Years 1 and 2 School Day**

8.25 am	School Entrance door opened
8.40 am	Registration
8.45 am	Assembly
9.05 am	Lessons 1 and 2
10.15 am	Children have a drink and a biscuit or a piece of fruit in the classroom before changing shoes, wearing the outdoor clothing and going out to play
10.45 am	Lessons 3 and 4

11.55 am	Lunch
12.40 pm	Playtime
1.15 pm	Afternoon Registration
1.20 pm	Afternoon lessons begin
3.30 pm	Children leave via the side gate for the Reception class and the main door for Years 1 and 2

### The Year 3, 4, 5 and 6 School Day

8.25 am	School Entrance door opened
8.40 am	Registration
8.45 am	Assembly
9.05 am	Lesson 1 begins
9.45 am	Lesson 2 begins
10.15 am	Children have a drink and a biscuit or a piece of fruit in the classroom before changing shoes, wearing the prescribed clothing and going out to play
10.40 am	End of playtime
10.45 am	Lesson 3 begins
11.20 am	Lesson 4 begins
11.55 am	Lesson 5 begins.
12.30 pm	Lunch Years 3, 4, 5 and 6
1.05 pm	Playtime
1.35 pm	Afternoon Registration
1.40 pm	Lesson 6 begins
2.15 pm	Lesson 7 begins
2.50 pm	Lesson 8 begins
3.25 pm	End of timetabled lessons for Years 3, 4, 5 and 6
3.45 pm	Consolidation and Preparation for Years 3, 4, 5 and 6
3.45 pm	Dismissal Years 3, 4, 5 and 6

When collecting your child at the end of the school day, you are asked to wait at the front entrance - for Reception parents, the gate next to the Reception class window.

If your child has alternative arrangements for after school, for example that they are going home with a friend, we ask that you provide a written note for the Form Teacher or speak with Mrs Thorpe.

**Children will not be released to anyone without prior notification from the parent.**

### Dogs at School

Dogs are not allowed on site at any time, except for guide or hearing dogs.

### Extra curricular clubs

There is a wide programme of extra curricular clubs at Dair House School. At the start of each term a booking sheet is sent home. Parents will be charged separately for some clubs. Please see Mrs King for further details.

### Fees

Fees are due on, or before, the first day of term. Payments can be submitted directly into our bank account. We are happy to accept cheques also. Please note we are not able to accept cash.

The fees will be reviewed from time to time and may be increased by such amounts as the School considers reasonable.

We shall endeavour to give at least one term's notice of any increase in the fees due for a particular term and in any event shall give you notice of any such increase not later than the final day of the preceding term.

## **Food**

The School provides a hot, healthy and nutritious two course meal at lunchtime. Children are encouraged to try new foods and to eat well, including vegetables. There is a varied dessert menu, but children are always offered fresh fruit as an alternative. The term's menus are displayed on notice boards and if an individual has special dietary requirements we ask that you put this in writing to Mrs Cornwell.

We do our very best to make sure that table manners are acceptable and parental reinforcement is always much appreciated.

As a general rule, no sweets or food of any sort, even birthday cakes, should be brought to the school. Cakes can be dangerous for those with food allergies. Dair House School is a nut free area. Snacks and drinks (fruit, biscuits, milk and water) are provided at mid morning break times. However, children can bring in water bottles for extra refreshment during the school day.

## **Form Representatives**

The Headmaster invites a parent to act as the Form representative for the school year. Their responsibilities are to arrange social get-togethers such as coffee mornings and to attend a coffee morning with the Headmaster and the other Form Mothers once a term.

**Any letters which are sent by Form Mothers to other parents must be approved by the Headmaster prior to sending.**

## **Games**

From Reception upwards, all our children have two Games lessons each week.

It is very important that they have the correct kit for these lessons please refer to the uniform lists which accompany this handbook.

## **Head Lice**

These are a perennial problem in all schools. Please do not bring children into school if you discover they have head lice (or their eggs are present) until they have been treated.

## **Hiring the school**

We are keen to see our facilities used at weekends and holidays. If you need a venue for a birthday party, meeting or training day, please contact Mrs Warren our Events Co-ordinator via the School Office.

## **Homework**

Regular homework carried out over the years is an important factor in a child's educational development and attainment. Inevitably, part of the task of monitoring and supervising falls on the parents. You are asked to check your child's homework diary each day (Year 3 and above) to check on work set and sign it.

Younger children have a Reading Record Book. Parents are encouraged to communicate with teachers about homework in these books.

Please help your child to organise his or her homework time and do please inform us if problems arise.

## **Houses**

From the Summer Term of your child's Reception year at Dair House School, all children are allocated a House and remain within that House during their time at the School. House points can be won for good work, high levels of effort, kindness and thoughtfulness.

Personal House points are added to their House totals.

House Competitions take place throughout the year with a House Points Cup awarded at the end of each term.

The reward for the successful House is to come to school on the first Friday of the following term in their home clothes, wearing a top of their House colour.

The House colours are as follows:

St Andrews- Blue; St Davids- Yellow; St Georges- Red; St Patricks- Green.

### **Insurance**

Parents must make their own insurance arrangements if they require cover for their child's person or property while at school. All children are included in an obligatory personal accident insurance scheme, the charge for which is included in the fees.

### **Jewellery and watches**

Children should not wear jewellery to school except for religious reasons. If ears have been pierced, the child must only wear studs and must tape over the ears at Games and PE times.

If your child knows how to tell the time, small watches can be worn.

### **Learning Support (Special Educational Needs)**

Mr Warren-Price is our Head of Learning Support. He provides extra support to children who may be experiencing difficulties with literacy or numeracy or dyspraxia. Mr Warren-Price works closely with parents and teachers and provides Individual Education Plans on a regular basis.

### **Lost Property**

Children invariably lose things. If their possessions and clothes are named, then we stand a good chance of reuniting them with what they have lost, so please name everything. If they have lost something, the first place to look is in the lost property by the disabled toilet.

### **Medicines in school and sick children**

Although we appreciate that many parents have commitments whilst their child is in school, please do not send a sick or unwell child to school. It makes life difficult for both the child and for staff, and can spread sickness to other children, families and staff.

As a rule we recommend that if a child is ill, they do not come to school for at least 24 hours and in the event of sickness and diarrhoea, 48 hours. It is essential that children in school are well enough to participate in all activities including outside play and that they are able to eat before returning to school.

Children who are prescribed medication can be in school providing they are not infectious.

If during the school day your child becomes unwell, we will monitor their condition. We may ask you to collect your child if we feel they would be better off at home.

If any medicines need to be administered during the school day please see Mrs Cornwell or Mrs Thorpe to sign a consent form.

### **Money**

As a general rule children should not bring money into school. Very occasionally they may need to do so, for example for a charitable event, in which case we will notify you.

### **Music**

Children are taught class music throughout their time at Dair House School. In addition, peripatetic lessons are also available. Please contact Mrs Bull, Head of Music for further details.

### **Outings and Trips**

Each year we endeavour to ensure that every child goes on at least one educational school trip or outing. Parents are always notified of such trips in writing informing you of what the children will need on the day, departure times and end of day collection arrangements. Unless stated, children are requested not to bring food (including sweets), drinks or money from home. When we take children

off-site for such trips, we like to increase the adult/child supervision ratio. Although we generally use teaching staff to do this, we occasionally ask if parents are able to help us.

### **Parent Contact Details.**

It is obviously essential that we are able to contact parents of children at any time during the school day. We would therefore be grateful if any changes of address and telephone, especially mobile telephone numbers and email addresses, could be given to your child's Form Teacher and the School Office as soon as possible.

### **Parents' Evenings.**

These are held three times a year, once in each term and provide staff and parents with formal opportunities to discuss children's progress. These meetings are included in the school calendar and reminders are sent out nearer the time. Parents are asked to sign up for 10 minute appointments on lists published in the main foyer.

### **Pencil case**

All children from Year 3 are expected to have a pencil case containing named stationery items such as: HB pencils (several), rubber, sharpener, 30 cm ruler (rigid), colouring pencils.

The older children should have a calculator and ink pen when requested by their Form Teacher.

### **PTA**

The Committee's main functions are to organise social events for parents each term and raise money for the development of non-curriculum based opportunities for the children at Dair House School. The Committee meets at least once a term. New members of the Committee are always welcome. Parents new to Dair House School are invited to a drinks party at the start of the Autumn Term to meet the Committee and other new parents. A list of the current Committee is available in the School Office.

### **Reading**

From Reception onwards, we hope all children will read at home on a daily basis and that this is recorded in the Reading Record book.

In school we aim to achieve the following:

- Reception children on average will read aloud, to an adult, five times a week.
- Year 1 children on average will read aloud, to an adult 3-4 times a week.
- Year 2 children on average will read aloud, to an adult, 3-4 times a week.
- From Year 3 the frequency with which individual children read aloud to an adult will depend on their reading ability and progress they are making.
- From Year 4 to 6 most children are heard reading through whole class and guided reading sessions, the exception being those children who require extra support with their reading. These children are heard reading aloud more frequently, as required.

### **Reading Record Books**

These are another means of communication between Form Teachers and parents. However, more sensitive or confidential matters are better sent in sealed envelopes and either handed directly to a teacher, or placed on their desk.

### **School Rules**

Parents need to ensure that children attend School punctually and that their children conform to our rules on appearance, dress and behaviour.

### **Smoking**

Parents are asked to remember that smoking is not allowed at any time in the school premises and grounds.

### **Sun policy**

Parents will be responsible for applying sun cream to their child before school during the summer months.

Parents are asked to bring in clearly named roll-on sunscreen which staff will apply with written permission from parents for children in the EYFS and Key Stage 1. Children in Key Stage 2 can apply their own sun cream. For practical purposes, Factor 30+ sunscreen should be used.

### **Speech Day**

On the Saturday preceding the final week of the school year Dair House School holds its Speech Day. All the children and parents from Reception to Year 6 are expected to attend this formal occasion which celebrates the achievements of the children during the academic year.

### **Sports Day**

The Sports Days take place in the Summer Term and are a competition between the four Houses. Parents are encouraged to support their children and fellow pupils.

### **Sports Facilities - Parent Use**

If parents and their families wish to use the school tennis courts during the weekends and holidays, all you have to do is join our Parents Tennis Club. There is a small charge for this and full details are available from our Events Co-ordinator, Mrs Warren.

### **Sports Fixtures**

Dair House School has a growing fixture programme against other schools. We encourage our parents to support our teams but would like to remind them of the need to respect the referee's/umpire's decisions and promote the concept of sportsmanship.

### **Staff List**

A copy of the latest Staff list accompanies this handbook.

### **Swimming**

Dair House School children swim at Montem Leisure centre in Slough on Fridays. Please do leave the car park clear for 9.00am to allow the entry of the swimming bus.

### **Uniform**

All items of the Dair House School uniform can be purchased from The School Shop, 17 The Highway, Station Road, Beaconsfield, telephone number 01494 677710. The uniform lists accompany this handbook.

Mrs Campbell and Mrs Walker run the school's second-hand uniform shop. They can be contacted via the School Office.

Children will need mouth guards for contact rugby and mouth guards and shin pads when playing hockey.

### **Weather – Snow**

In the event of such bad weather that staff and parents have difficulty getting to school, then the following procedures will be implemented. However, as a general rule the school will remain open and function as normally as possible, so long as it is safe to do so.

If the weather reports indicate that severe weather is forecast, the school will endeavour to let all children go home by 3.30pm so that parents do not have to battle to school in darkness and through bad weather.

Parents are asked to check the Dair House website on a regular basis from 7.30am for further information.

Parents should contact their Form Mothers if they do not have access to the internet.

The School will continue to run after school care for those unable to be picked up.

**Website-** [www.dairhouse.co.uk](http://www.dairhouse.co.uk)