

# Charles Dickens Primary School

We have great expectations



Parents Information Booklet 2016/17

**CHARLES  
DICKENS  
PRIMARY  
SCHOOL**



# CHARLES DICKENS PRIMARY SCHOOL

## Welcome

Firstly, welcome to our school!

This booklet has been written with parents to help you as you settle your children into Charles Dickens Primary School. We have tried to include all the information that you might need to get started – but if you find there is anything that we have perhaps missed – ask a member of staff or a parent in the playground! Our parents are a friendly open group and always happy to meet new people and to help you feel at home!

If there is any further information, or recent news, it is worth regularly checking the school website [www.charlesdickens.southwark.sch.uk](http://www.charlesdickens.southwark.sch.uk) and more importantly the **school blog** – you can access this via the homepage of our website. On the blog we post all the school newsletters and photographs of learning and achievement from around the school. Your year group also has a dedicated page on which you can find letters home, home learning and relevant calendar dates. You can also follow us on twitter @CDPS\_Southwark.

You will also receive a weekly newsletter by email from the school which can also be viewed on the school blog.

Important information such as the cancellation of clubs or events will be texted to you from the school office – make sure the school office has your up-to-date mobile number and email address!

## Your child's first year at school

Your child's first year at school is an incredibly important time in both your lives. At Charles Dickens Primary School we make every effort to ensure that your child's experience in the Early Years is happy, active, fun and secure whilst supporting their development and learning needs.

### How my child will be learning?

The Early Years Foundation Stage Framework explains how and what your child will be learning to support their healthy development.

At Charles Dickens Primary School your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.



Children should mostly develop the **3 prime areas** first. These are:

- Communication and language
- Physical development
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:



- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design.

These seven areas are used to plan your child's learning and activities. Children at Charles Dickens Primary School learn by playing and exploring, being active, and through creative and critical thinking which

takes place both indoors and outside.

The children will also have daily sessions focused on developing their phonic knowledge and skills. At Charles Dickens Primary School, phonics is taught within a rich and creative literacy curriculum. We use the Jolly Phonics program to support high quality teaching which is flexible to the children's needs and set within a context relevant to them. This approach aims to build children's speaking and listening skills in their own right as well as to prepare children for learning to read. Throughout their time in the Early Years the children will also be exposed to a range of books to support their communication and language skills, reading and writing.

### **As a mum or dad, how can I help with my child's learning prior to joining Charles Dickens Primary?**

All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through the school. For example, talking, reading, singing nursery rhymes with your child or cooking and baking with them are all invaluable experiences. If you make the time every day to do some of these things with your child it will make a real difference to your child's confidence as a young learner.

The Early Years team at Charles Dickens Primary School are all highly skilled professionals that are there to help, so please if you have any questions don't hesitate to speak to anyone of us.



# The Basics

## School Start and Finish Times



### Nursery (3 year olds)

#### *Monday, Tuesday, Thursday, Friday*

**Morning – 8.45am** Enter the nursery via either playground entrance and wait outside the external nursery door until you are greeted by a Nursery Teacher. You then take your child into the class room where you can settle them before you leave. **Afternoon - 3:15pm.** Your child will only be handed over to a parent or named adult

#### **Wednesday**

Full time children attend the same hours as rest of the week

**Part time children : Monday – Wednesday children start at 8.45am and finish at 11.45am**

**Wednesday - Friday children - start at 12.30pm and finish at 3.15pm**

### Reception

**Morning – 8.45am** Enter via the Lant Street entrance (this is the entrance next to the school garden). Take your child to their classroom and say goodbye at the classroom door.

**Afternoon - 3:20pm.** Collect your child at the classroom door. You or a named adult will need to collect them.

### Year 1 and Year 2

**Morning – 8.45am** Enter via the main entrance (this is the entrance next to the school office). Year 1 parents should take their child to the classroom door and say goodbye there. Year 2 children should go upstairs to their classroom on their own.

**Afternoon - 3:20pm.** Collect from Main Playground. You or a named adult will need to collect them.

### Years 3-6

**Morning – 8.45am** Your child will enter the school via the door and stairs next to the school office or the doors on the far side of the main playground.

**Afternoon – 3:30pm.** Your child will be taken to the main playground by the teacher. In years 5 & 6, your child may be allowed to walk home on their own, if you have provided written permission .

## What to do if you are late

### Morning

You must go to the School Office where your child will be signed in and given an '**I Have Registered with the Office' Card**. This is to ensure your child is registered as present and will be included in lunch numbers. You can then send your child (or take them if they are in reception/nursery) to their classroom.

### Afternoon

If you are late to pick up your child, you will need to collect your child from the school office and you must sign them out.

If you know you are going to be late and want someone else to pick up your child, you must let the school know that you have authorised this person to pick up your child.

## What to do if your child is sick

Phone the School Office (02074071769) as soon as you know there is a problem.

- *Head Lice* - If your child has head lice you can bring them into school as soon as you have treated the lice. Please let them know at the school office if you suspect your child has lice.
- *Ringworm* – Once discovered, treat it and cover it. It is fine to send them into school once you have done this but please inform the school office.
- *Chicken Pox* - If your child has chicken pox you will need to keep them away for as long as they are contagious (that is, until the pox have scabbed over).
- *Sickness/Diarrhoea* Keep your child off school for 48hrs after the last episode to prevent spreading of the virus. If you are sure the sickness was due to food poisoning or something non-virus related then send them in as soon as you see they are well enough.



## If your child is sick at school

If your child becomes unwell whilst at school you will be phoned immediately –this includes if he or she develops a high temperature or if they become unable to participate. It is vital that you inform the school of any changes (temporary or permanent) to your mobile and

home numbers in order that you can be contacted.

## Medicine

If your child needs prescribed medicine during school hours, you will have to sign a form at the school office to give your signed consent. The school will **not** be allowed to administer paracetamol unless prescribed by a doctor (although you are welcome to come into the school to give it to your child yourself).

## Asthma and allergies

If your child has a latex/similar allergy, please let the school office know and provide them with the appropriate prescribed antihistamine. Similarly, if your child has an epi-pen, the school will also need one along with the prescription.

If your child suffers from asthma and requires an inhaler, please provide the school with one as well. It is also important to talk through any strategies you use to help your child manage their inhaler and when your child may need it. It is school policy that children have their asthma inhalers with them during school hours. You can help your child by encouraging them to look after their pumps at home and school. Inhalers, epi-pens and full medical kits are always taken on school trips and excursions.

## If your child has an accident at school

**Head Injury** – If your child hits or bangs their head they will be given a sticker to let other staff know and you will be given a letter to let you know your child has a head injury. The school will also phone you to let you know what has happened. If the incident happens at the end of the day, the teacher or teaching assistant will tell you when you pick up your child.

**Any other injury** – (non-serious) You will be given a slip explaining your child's injury (with older children the slip will be given to the child to show you).

**Serious Accident/Injury** – If the school feels that the problem is serious, they may phone an ambulance first, then will phone you and will arrange to meet you at the hospital. The child will always be accompanied by a known member of staff. If the accident is deemed to be serious but not urgent the school will phone you and let you make the decision to take your child to hospital or will take your child there and meet you if you are unable to make it to the school.

## School Dinners

There is a school menu which is sent to parents each half term and can be seen on the website. If your child has any requirements (vegetarian/vegan/allergies/kosher etc) these can normally be provided for if you let them know. The school offers an additional halal meat option on three days a week.

### Who pays and how to pay for school dinners?

School Dinners are currently free to all children (reception to year 6). Nursery children pay £8.50 a week via ParentPay. You will be given an account when you join the school. A link to parent pay is available on the school website.



## What is Pupil Premium and Early Years Pupil Premium?

The school requests that those parents of looked after children\* and those in receipt of certain benefits to complete a simple form to access government funded school meals. This is important as 'pupil premium' (government funds to support pupil achievement) is based on the % of our pupils receiving certain state benefits. Pupil Premium is funded at £1900 per eligible pupil and funds their additional lessons and other support these children may need to achieve their potential.

You will be entitled to government funded free school meals if you receive the following benefits:

- Income support
- job seekers allowance - income based
- child tax credits (provided you are not also entitled to working tax credit and have an annual gross income of no-more than £16,190)
- Income related employment and support allowance; support under part V1 of the Immigration and Asylum Act 1999
- Working Tax Credit run on - Paid for four weeks after you stop qualifying for working tax credit
- The guaranteed element of state pension credit

\* A child is deemed to be "looked after" if they are, or have been, in local authority care (minimum of one day) including adoption



## Uniforms

You can choose to either have the school branded uniform or plain uniform – **NO LOGOS**.

**The school uniform is red, white and dark blue – grey or black trousers and skirts are not acceptable.**

**Girls and Boys** - red jumper/sweatshirt or cardigan, red polo shirt and dark blue trousers/shorts/skirt or pinafore dress. Leggings are not allowed.

***The red polo shirts and sweaters are available with the school logo embroidered on them from [schoolwearforless.com](http://schoolwearforless.com) (link on Uniform page under About Us).***

***Children can wear socks or tights in any of these colours. Red chequered dresses can be worn in summer.***

**Shoes** – Must be black and sensible – if your child is in the nursery or reception or is unable to tie their own laces, teachers prefer that you choose shoes with Velcro, as in an emergency (i.e. fire alarm etc) they are able to put shoes on quickly. Reception and nursery children spend a lot of time outside so you may also wish to provide wellies on wet days.

Tracksuit bottoms are permitted for children in the nursery but not from Reception upwards.

We recommend that you label everything in either fabric pens or that you stick/sew in fabric labels. The school has bags and bags of unclaimed and unnamed lost property each term. Lost property is stored in a box in the Lant Street playground.

## PE and Sports Kit.

**Boys and Girls** – white (embroidered with school logo or plain) t-shirt and dark blue tracksuit bottoms/shorts, sock, trainers or plimsolls. Warmer PE kit is more suitable for outdoor PE - speak to your child's teacher about which kit is more suitable each term.

If you choose not to wear the school branded products, the clothes must be otherwise unbranded.

If children do not have their PE kit in school, they will be unable to take part in the lesson. Teachers recommend that younger children bring their PE kits into school on Monday and then take them home for washing on Fridays or at the end of each half term.



## Physical Education

Nursery Children do not have formal PE as they engage in so much physical play during their normal day that it is deemed unnecessary.

The rest of the children will all have PE twice a week. Generally they will have one indoor and one outdoor session (so ensure that they have a decent pair of plimsolls or trainers as they will need them).

## Each term has a different PE focus which will include:

- Gymnastics – each year group spend a term improving gymnastics and work towards achieving British Gymnastic awards.
- Dance - this may include working with a professional dance company
- Swimming (Year 3&4 only)
- Team Games – Including Cricket, Football, Tag Rugby, Rounders & Hockey



If you would like to know what sport your child is currently engaging in, ask your teacher. The focus for each term's PE will also appear in your termly curriculum newsletter.

Once your child is older they may be asked to represent the school in a sport. By Year 6, all children will have had the opportunity to represent their school on some level.

## School Outings

When your child goes on a school outing you will be informed by email and you may need to give permission online.

If your child goes on a school trip during summer – *you* will need to apply sunscreen at home! You should also give your child a hat.

The school asks that you pack a lunch appropriately; No fizzy drinks, chocolates or sweets. Glasses or cans are not allowed and please don't bring anything that has a stone in it or includes nuts.



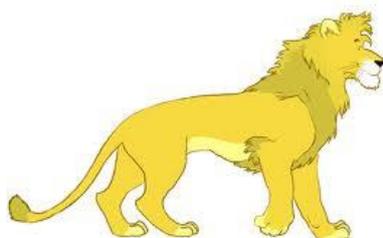
# Houses and Awards

There are 4 houses in the school and your child will be appointed to one of them when they join the school. The houses were named by the children and are led by house captains – these are pupils elected by the rest of the school.



These houses are:

- Blue Unicorns
- Yellow Lions
- Green Dragons
- Red Falcons



It is worth remembering your child's house colours because during events such as

Sports Day, they will be asked to wear a plain T Shirt of that colour – you might want to keep one in the drawer!

Houses are also relevant when your child is given House Points for good behaviour or work. These points get added up in class and a Cup will be awarded to the winning house at the end of each week.



Other awards your child may receive are Star of the Week, usually given for good work or behaviour but it could really be for anything positive your child has done, and Friend of the Week. Both these awards will mean your child will receive a sticker and certificate and will have their photo in the school blog.

## Assemblies

Your child will take part in two class assemblies each year – these are when your child and their classmates present all their learning to the whole school and parents.



Class assemblies take place on Tuesday mornings at 10.10am and last about 20 minutes. A timetable of assemblies for the year is published on the school website.

In addition to assemblies, your child will perform in a winter

show during December and termly music performances if they play an instrument or are in the school choir. Year 6 also perform a summer show – dates for all these events will appear on the school website.

## Reception Home Learning

Children in Reception and Nursery have home learning books to capture any experiences and learning taking place at home – and to complete tasks set by the teacher. Children are encouraged to share these books with their class and teacher on a weekly basis.

Children will receive both phonics sound cards to learn, blending words to practice and a reading book. Books are changed twice a week and you can request two books at each book change. Please ensure you record in your child's reading record when you have read with them and when you are ready for new sounds or words to learn.

In Reception and Nursery your child often has the opportunity to bring something of interest in from home to show the class. These 'interesting objects' do *not* include toys (whatever your child might tell you).

## School Photos

Currently, there are two photo sessions per school year; a class photo, and individual school photos. Siblings may also have photographs taken together.

# Useful to Know

## My child's teacher isn't in the classroom every day – why is that?

All teachers are legally entitled to something called PPA Time – this stands for 'Planning, Preparation and Assessment' and basically means they are given ½ a day a week to mark children's work, assess children's learning, plan lessons, take extra courses etc.

The exceptions to this are newly qualified teachers (also known as NQTs) and teachers with added leadership responsibilities; both of these are entitled to 1 full day a week.

During their absence, your child's class will be covered by a cover (PPA) teacher in school or a Higher Level Teaching Assistant (HLTA).

*Their photographs of PPA teachers and HLTAs are displayed on the notice board outside the school office.*

The PPA teacher or HLTA always report back to your child's regular teacher so you can approach them with questions if you feel the need. If you particularly want to speak to your child's teacher, it is worth speaking to the office to check if they are in the building that day – they usually are!

Some teachers job share their role and your child may be lucky enough to have two teachers sharing the class responsibility.



## Staff Illness

Most of the time, in the case of a teacher's absence, a class will be covered by school staff. Where this is not possible, the school uses a regular group of freelance cover teachers who are known and valued by the school.

# Assessment

## Who is checking my child's progress?

**Early Years** – the progress of your child is continually assessed through observations, looking at their work and conversations with you and your child.

**Year 1 upwards**– the achievements and progress of each child is captured at the end of each term. Teachers look carefully at pupils' writing in all subjects in addition to analysing work in English and Maths books, They may also ask the children to complete independent assessment tasks or take part in a reading interview (children read with a teacher and then talk about the book).

Once a week, pupils in Year 2 and upwards have a spelling test to encourage them to learn and practise their spellings. Pupils in years 3 upwards also have a weekly times tables test – children master one level of times tables at a time and each child completes a personalised test each week.

## Statutory Assessment

**Year 1** At the end of year 1, the government requires that pupils take part in a phonics screening. This is a short assessment where children read a variety of real and nonsense words with their teacher. This information is used by the government to gain a sense of reading ability using phonics across the country.



**Year 2** – At the end of Year 2, the school has to provide the government with assessment levels for each pupil. These ‘levels’ are decided based on the independent learning demonstrated by each pupil throughout the year – learning is captured in children’s books, observations, photographs and the teacher’s knowledge of each pupil. In addition, the Year 2s have a reading ‘interview’ with their teacher, a spelling test and a maths test. These tests are very low key, they are only tested on subjects they are very familiar with and the emphasis at this stage is fun.

**Year 6** – Year 6s have end of KS2 SATS (Standard Assessment Tests) . These include a reading test, 2 written maths tests and a spelling and grammar test. These are marked externally. In addition, pupils’ independent writing, found in their English, Science and Topic books are assessed against the nationally agreed expected standard.

*The school will always let you know the scheduled dates for these tests, but generally they are normally around May/June.*

## School Reports

Your child will receive 1 written school report per year and this will be given to you towards end of the school year (just before the summer break). It will be a summary of your child’s achievements during this year. Your child’s teacher will talk through this report with you at the summer term parents’ evening.

## Parents’ Evening

Parents’ Evenings are held termly and these are a chance to discuss your child’s progress with the class teacher. It is worth noting these dates in your diary. If you need to speak to a teacher before parents’ evening then you can either catch them in the playground at the end of the school day or for longer appointments, arrange a mutually convenient time with the teacher via the school office.

# Home Learning - Year 1 Onwards

In Year 1 upwards, children are still encouraged to read each evening and record their progress in their reading journal. Year 1 children will receive sounds to learn and blending words until they are confident readers.

Older children will need less support with this but year 1 and 2 should read with an adult.

From Year 1 children will also be given weekly homework of English and Maths. Maths home learning is a weekly task.



## Special Educational Needs (SEN) & Disabilities

Generally if your child is defined as having SEND, it normally means that they have a particular additional need which cannot be met without extra support or expert advice. This may be long term support, but equally it may mean they need extra help with their behaviour, emotions or learning for a short burst of time.

The school has a deputy head teacher who is responsible for inclusion and pastoral care. His name is Mr Eggleton. The school also has a Special Needs teacher (SENCo). A SENCo is an experienced teacher with qualifications in basic skills and in identifying and meeting the needs of children with additional needs. From September 2017, our SENCo will be Mr Vanson.

If you believe your child needs extra help you should first approach your child's teacher who will liaise with Mr Vanson and Mr Eggleton.

Specialist help can include Speech and Language Therapy, Occupational Therapy, Counselling, Educational Psychology or your child may benefit from someone who specialises in helping children with a particular need.

The school's Educational Psychologist is called Mrs Pascale Mather and the school's speech and language therapy is provided by Blossom Tree Speech and Language Therapy.

As a parent you will *always* have a say in any help your child receives from outside agencies and you can ask for an assessment. The school may approach you if they feel your child has a need that you have not noticed. If the school is seriously concerned about the development of your child, you may be asked for your permission to refer your child to the school's educational psychologist or you will be advised to take your child for a paediatric assessment for specialist advice.

### ***SEND Code of Practice***

In September 2014 the government made changes to the law for children and young people with SEND. SEN statements and Learning Difficulty Assessments were replaced with a single Education Health and Care (EHC) plan. The EHC plans put more emphasis on personal goals and describing the support your child will receive in school. They also introduced personal budgets to accompany these plans. On the school website we have a local offer from which you can identify the appropriate support where possible.

## **Working with Families**

The school believes it is essential to children's success that their families are supported through life's challenges such as relocation, family break ups, managing children's behaviour and the occasional unexpected events that affect children's wellbeing.

Mr Oliver Hunt and Mrs Aggie Mesmain are the Family Support Workers and they are available in the school office if you want support or advice on pupil behaviour or parenting or you just need a listening ear.

## **The Extras**

### **Breakfast Club**

Morning sessions cost £3 (prices may change but you will be informed in advance) and include a healthy breakfast. Sessions start at 8am. If your child is in Reception, you will need to speak to the office about when your child can start at breakfast club – we encourage all children to settle into school before extending their school day.



## After School Club

These after school sessions are available to all children aged 3 and over and cost £8 (price is subject to change) and they run from 3.20 until 5.30 daily. This club is managed and led by members of the school staff. Children aged 3 - 5 are looked after by the early years team in the nursery.

An evening snack is included and the child will be involved in a number of appropriate activities including outdoor play, cooking, ICT, art & craft, sewing and more. The club also helps community events by making posters and decorations. The children are given the opportunity for free play including homework time if they choose.

## Curriculum Clubs

The clubs that are available change termly. There is generally a cost attached for each club – prices vary according to the teacher and the cost of any materials. Places in clubs marked with a star (\*) are selected based on aptitude and your child will be invited to join. Most clubs take place after school.

You will receive a letter telling you if your child has a place in clubs. Clubs can fill up very quickly but the school tries to ensure that your child waits no more than 2 terms for a place. Children without club places are prioritised. If payment is not received for a club, places are allocated to other children.

### Sport

- Football (Year 3 +)
- Cricket (Year 4 +)
- Gymnastics (Reception +)
- Tag Rugby\* (Years 5 & 6)
- Multi-skills (Years 1 & 2)

### Music

- Keyboard (Year 1 +)
- Violin (Year 1 +) Trumpet (Year 1+)  
Strings – *By Audition Only*
- Ukelele (Year 3 +)
- Choir\* (Year 3+)

### The Arts

- Art Club (Year 1+)
- Code club – digital programming



- Gardening - Summer Terms Only
- Enterprise Club (Years 5 & 6 )

### Languages

- French (year 1 +)

## And finally... Attendance

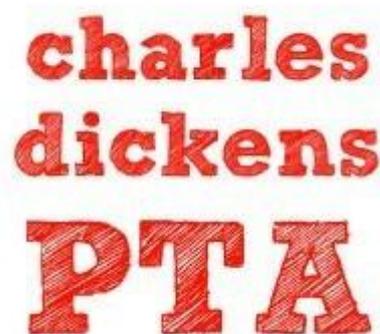
Whenever your child is fit and well we expect to see them in school. The school does not authorise or support term time holidays of any length including long weekends. Only under very exceptional circumstances will term time leave be granted.

Southwark Council will issue an escalating fine to each parent in a family where unauthorised leave is taken and could lead to prosecution.

If you wish to request leave of absence for your child, you can collect a form from reception or from the school website.

# Getting Involved

Getting Involved Parent Teacher Association -  
[dickenspta.wordpress.com](http://dickenspta.wordpress.com)



Every parent is part of the PTA – and they inform you of events via the school and their website (<http://dickenspta.wordpress.com>). They welcome any level of involvement, and they organise regular meetings. If you want to be involved you can contribute by:

- Attending meetings a few times a term to find out what is going on and share your ideas.
- Helping out at events.
- Letting them know what your talents are and joining their ‘knowledge base’ of skills and interests. If you have a special skill of any kind they would like to hear from you: this might be your line of work, language, cooking specialities, hobbies, or indeed your own history.

Here are some of the ways the PTA supports the school community:

- Raising money for something specific such as a piece of play equipment, garden or play area upgrades, or anything else we agree on.
- Strengthening the school community through holding social events for parents and/or children that also raise money. Getting to know other parents and teachers in an informal way is great for everyone. They hold a Frost Fair, a Summer Fair and a summer Camp Out.

The best way to keep informed is to follow our blog at [dickenspta.wordpress.com](http://dickenspta.wordpress.com). Alternatively sign up to our email list by emailing [ptadickens@gmail.com](mailto:ptadickens@gmail.com) to be kept up with news.







# Keep In Touch

School Office: 020 7407 1769

Email:

[office@charlesdickens.southwark.sch.uk](mailto:office@charlesdickens.southwark.sch.uk)

Address:

Charles Dickens Primary School

Toumlin Street

London

SE1 1AF

Website:

[www.charlesdickens.southwark.sch.uk](http://www.charlesdickens.southwark.sch.uk)

