



St **Dunstan's**
— College —

**Junior School Parents'
Handbook
2018/19**

WELCOME FROM THE HEADMASTER

St Dunstan's College is a community that is grounded in the real life vibrancy of its South London setting. We celebrate the opportunities afforded to us by being located in such a diverse environment, allowing for all manner of views, opinions and styles – what better foundation to an exceptional education?

With our name taken from a great polymath, our education enjoys the riches of breadth, whilst not forsaking the importance of rigour and depth of ability.

We know coeducation to be the right platform for developing the interpersonal skills necessary to succeed in the modern world. The importance we place on nurturing individuality and the manageable size of our school is such that we ensure pupils do not get lost, but rather thrive in their own way. The comfort provided by our rigorous approach to pastoral care enables our pupils to take risks, ask uncomfortable questions of themselves and others, and above all else develop the humility, confidence and tenacity needed to find success in all aspects of life beyond school.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing the children under our care, and we hope that our families will feel an important part of this community.

This Handbook is designed to help improve the communication between the College and home. If you feel that any useful information has been omitted, please do not hesitate to let us know so that the next version can be amended.

The working partnership that already exists between home and College is crucial for the enhancement of learning. I hope that you will read this handbook carefully to ensure that, together, we are giving a carefully considered and consistent message to the young people under our care.

VISION, AIMS AND VALUES OF THE COLLEGE

Of all the components of the school's identity that can be traced back to its opening in 1888, the College motto - *albam exorna* - is the one element that remains completely unchanged. Translating as 'Adorn the White', this phrase is connected to the white shield that serves as three quarters of the school's crest. The white is the blank canvas onto which will be adorned the as yet unwritten story of each St. Dunstan's pupil; each individual journey through school and life beyond.

We believe that the principles underpinning the narrative of our motto are reflected in the values we foster in our young people and embed in our school community and culture today.

We strive for a school of individuals who have the Courage to be who they are, the Creativity to develop new ideas and shape their own futures, the Confidence to try, succeed and respond positively to failures, the Compassion to understand and appreciate others and the wider world, and the Curiosity always to want to discover more.

In order to promote this culture, we have a clear educational vision which drives our development as a school. At St Dunstan's College we seek to:

'Inspire, nurture and challenge young people to develop the knowledge, skills and interests that shape their educational journey, character and aspirations.'

CONTACT DETAILS

Address	St Dunstan's College Stanstead Road London SE6 4TY
Junior School	020 8516 7225 (0800 to 1600)
Email	isoffice@sdmail.org.uk
College Reception	020 8516 7200 (0800 to 1730)
Fax	020 8516 7300
Website:	www.stdunstans.org.uk

Head of Junior School: Mr Paul Cozens	020 8516 7225	headofjs@sdmail.org.uk
PA to the Head of Junior School: Mrs Deborah Jackson	020 8516 7225	djackson@sdmail.org.uk
Headmaster: Mr Nicholas Hewlett	020 8516 7224	headmaster@sdmail.org.uk
Bursary: (legal or insurance matters)	020 8516 7260	busary@sdmail.org.uk
Finance Office: (general fee issues)	020 8516 7277	finance@sdmail.org.uk

STRUCTURE OF THE COLLEGE

The current Trustees of the St Dunstan's Educational Foundation are known as the Board of Governors and can trace their origins to an Order of the Master of the Rolls dated 1866.

There are 17 Governors in total.

- Three are ex officio: The Alderman of the Ward of Tower in the City of London and two of the four church wardens of All Hallows by the Tower with St Dunstan in the East.
- A further two are nominated by the Parochial Church Council of All Hallows.
- The remaining 12 are known as co-opted Governors and are selected by their predecessors.

Members of the Governing Body bring a wide range of skills and experience to their task. The Governing Body is broadly based and normally consists of a number of Old Dunstonians along with parents of former pupils and educational professionals.

Their statutory role is to fulfil the charitable aims of the Foundation *to provide an education for boys and girls in South East London*. To do this they set the strategic targets of the Foundation and carry out the duties

of charity trustees, looking after legal and financial matters as well as setting the academic tone and direction for the College.

The Chairman and other Governors may be contacted by writing to the Clerk to the Governors who is also the College Bursar using the College contact details.

The College provides an education for girls and boys between the ages of 3 and 18. It is expected that, subject to satisfactory progress and behaviour, children joining the College will remain until the completion of their Sixth Form education at the age of 18.

The College is divided into two Schools. The Headmaster of the College and Head of the Junior School are appointed by the Governing Body and responsible for constructing and implementing an agreed College Development Plan in line with the strategic priorities agreed by the Governing Body.

The Head of the Junior School is a member of the Incorporated Association of Preparatory Schools (IAPS). He is assisted by a Deputy Head Pastoral and a Deputy Head Academic.

The Junior School is divided into two phases and four sections:

Pre-Prep	Early Years Foundation Stage	Nursery and Reception
	Key Stage 1	Years 1 and 2
Prep	Lower Key Stage 2	Years 3 and 4
	Upper Key Stage 2	Years 5 and 6

There is a Head of each Section who is responsible for the day to day running of their respective year groups. Each pupil is allocated to a form class. The form teacher is the first point of contact for pupils and parents. The contact details of key Junior School staff are listed in a supplementary document which is updated annually. Please contact the Junior School office for a copy of the most recent version.

Please contact any member of staff via email should you wish to make an appointment to see them. To keep in line with safeguarding regulations, you should always be accompanied by a member of staff when inside the school building.

Important information relating to governors, staff, telephone numbers, email addresses and all policies are published on the College website. The contact details for Junior School staff are listed in Appendix I. The College also produces an annual online calendar which can be found on the College website.

Daily Routine

THE PRE-PREP SCHOOL DAY

ARRIVAL

- 0820 Main Pre-Prep gate and Nursery gate open. Staff are on duty and parents are encouraged to leave their child as soon as they are settled.
- The parents of pupils in Reception, Year 1 and Year 2 may drive into school, briefly stop at the bollards where a member of staff will assist pupils out of the car and safely to the Pre-Prep gate.
- 0840 Main Pre-Prep gate closes.
- 0850 Nursery gate closes.

Any pupils arriving after their respective gates close should be taken to the main Pre-Prep door next to the Junior School Office. Please ring the bell and wait for a member of staff to open the door.

STRUCTURE OF THE SCHOOL DAY

NURSERY

0820	Arrival
0850	Session 1
1015	Break
1040	Session 2
1130	Lunch
1310	Session 3
1510	Dismissal

RECEPTION

0830	Registration
0850	Assembly
0910	Session 1
1010	Break
1030	Snack Time
1050	Session 2
1145	Lunch
1300	Session 3
1425	Break
1440	Session 4
1515	Dismissal

YEARS 1 & 2

0830	Registration
0850	Assembly
0910	Period 1
0950	Period 2
1030	Break
1050	Short Session
1110	Period 3
1150	Lunch (1200 Year 2)
1300	Period 4
1330	Period 5
1410	Break
1425	Period 6
1505	Form Time
1515	Dismissal

DEPARTURE

School finishes at 1515 and parents may collect children from the playground or the Nursery. Please inform the Junior School Office and the Form Teacher if somebody different is collecting your child, even if it is another parent. We will not be able to let a child go home with anybody else, unless we have been informed.

Details of After School Care and after school activities can be found below.



THE PREP SCHOOL DAY

ARRIVAL

- 0820 The Prep playground is supervised by a member of staff.
The parents of pupils in Prep may drive into school, briefly stop at the bollards from where pupils may make their way independently to the Prep playground.
- 0830 Pupils to form rooms for registration.

STRUCTURE OF THE SCHOOL DAY

YEARS 3 TO 6

0830	Registration and Form Time
0850	Assembly
0930	Period 1
1010	Period 2
1030	Break
1050	Short Session
1110	Period 3
1150	Period 4
1230	Lunch
1330	Period 5
1410	Period 6
1450	Period 7
1530	Form Time
1535	Dismissal

DEPARTURE

At the end of the school day, children can be collected from either the Prep Department playground or from the College front steps (on the College drive). The duty teacher on the College front steps will take any child who is not collected by **1555** to Prep After School Care from where they should be collected.

Parents of pupils in Year 6 may request their children go 'home alone' at the end of the school day by sending a letter or email to the Head of the Junior School.

Children attending after school activities must be collected from the teacher-designated pick-up point. This is usually in the Prep playground.

BEFORE SCHOOL CARE

Before School Care (BSC) starts at 0745. Pupils attending BSC will be supervised by a qualified member of our teaching support staff. To comply with legal regulations, places are limited and as a result booking and payment will be on a weekly basis only. The cost for BSC is £12.00 per week which will be added to your fee bill as per After School Care. If you would like to use this service, we ask that you email the Junior School Office at jsoffice@sdmal.org.uk on the preceding Friday.

Before School Care (BSC) is held in the Pre-Prep Hall. For security we ask that children are delivered directly to the Pre-Prep hall via the playground gate that opens up onto the lower field.

AFTER SCHOOL CARE

After School Care (ASC) starts at the end of the school day and finishes at 1800. It is important that all pupils are collected by 1800. The charges for this service are currently:

Collection Between	Charge per day	Charge from Jan 2019
The end of school and 1630	£5.00	£6.00
1630 and 1730	£8.00	£9.60
1730 and 1800	£10.00	£12.00
Late collection charge	£50.00	£50.00

Pupils staying after 1630 may bring a snack (**nothing containing nuts**) and a drink clearly labelled with their name. Pupils will play games and generally unwind after a long day at school. Prep pupils will have the opportunity to complete their homework.

Pre-Prep pupils gather in the Pre-Prep Hall, accessed from the field side of the Pre-Prep, where they are joined by Prep pupils at 1745. Prior to this, Prep pupils can be collected from the Prep block (please ring the bell).

The direct telephone number to contact the Pre-Prep Department when the switchboard is closed is 020 8516 7207.

In order to ensure that we can plan appropriately, **we require prior notice**. Please email the Junior School Office jsoffice@sdmal.org.uk each Monday morning. In an emergency we would of course accept a child who had not been registered for that day.

Whilst it is accepted that even the best laid plans can go wrong, parents are expected to collect children by 1800 at the latest. Failure to collect a child by 1800 will result in a late collection charge of £50.00.

MORNING AND LUNCH BREAKS

In Pre-Prep, pupils are offered either milk or water with a selection of fruit pieces. In the afternoons, Nursery and Reception also have raw vegetables.

Pupils in Prep may bring in a healthy nut free snack for example: fruit, a healthy biscuit, oat or rice cakes, a sandwich and water or juice.

All children should have a water bottle in school every day.

ASSEMBLIES

Assemblies have moral and/or religious themes and are attended by all children and staff. Each week there is a Celebration Assembly where the achievements of individuals and groups are acknowledged. Assembly on Monday morning generally introduces the pastoral College theme for the week, linking with our aims, pastoral priorities and values.

There are also a number of important services away from the College. The Junior School Harvest and Carol Services are held in a local church. There is an annual College Commemoration Day Service in May which is attended by all pupils from Year 3 to Year 13. There is no school for Pre-Prep pupils on this day. The College Prize Giving is held on the final Saturday of the academic year in the Catford Broadway Theatre. All prize winners and pupils in Year 6 are expected to attend.

As well as gathering as a whole Junior School for assembly, some assemblies will be in Houses or Phases. Each form class has a responsibility to lead one assembly per year to which parents are invited.

EVENTS

Important services and events away from the College, such as the Commemoration Day Service at Southwark Cathedral, the Carol Service and Prize Giving, are compulsory for particular year groups. Advance notice is always given.

COACHES

There are coach routes operating between common areas of residence and College. The service is co-ordinated by the College but provided by outside coach companies. College staff monitor the operation of the services but are not directly in charge of these or responsible for performance standards. Services are scheduled to arrive at College by 0800 and depart at 1610. The nature of traffic in southeast London make these timings approximate. Pupils are expected to conform to the same high standards of behaviour on the coaches as they would within the College. The College does not provide staff supervision on the coaches. Seat belts must be worn on all the journeys. When a child has an after school commitment beyond 1610, parents are required to make their own alternative arrangements for the journey home. Further details of the routes and charges are available from the College Office.

SCOOTING, CYCLING AND DRIVING TO SCHOOL

Pupils may cycle or scoot to school with parents' permission and with appropriate safety marking on their clothing. Helmets must be worn. Bicycles should be securely locked in the designated area under the Refectory when left at the College. There is a designated scooter store in the Pre-Prep Playground and storage next to the Prep Block. No cycling or scooting is permitted within the College grounds.

When delivering their children at the start of a school day or when collecting in the evening, parents are requested not to park and wait within the grounds. If their children are not ready in the evening, parents are requested not to park and congest the drive, but to return later. The limited parking spaces

on the drive are pre-allocated. The Jubilee Ground can be used for parents of Year 6 pupils to turn in, drop off and then exit. Please inform the Head of the Junior School in writing if you intend for your child to walk from the Jubilee Ground. Parents may also use the parking facilities at the Jubilee Ground if they have an appointment in the College. Parents may request a key fob for the pedestrian gate if they regularly use the Jubilee Ground at drop off or pick up. If travelling from the west, there are many side streets, just a short walk away from the College, where cars can be parked. *The College actively encourages all parents to limit congestion by avoiding use of the front drive.* Please note, also, that parking or waiting on the College site is not possible.

ATTENDANCE

Parents are legally responsible for ensuring that their children attend school. It is the responsibility of the College to maintain an accurate attendance record and to take seriously problems that may lead to non-attendance.

If pupils are absent from College for any reason, parents should email jsoffice@sdmail.org.uk or telephone the Junior School Office before 0815 on the first morning of absence. The Junior School office (020 8516 7225) is open from 0800 to 1700, Monday to Friday, during term time.

On returning to the College, parents must provide a letter explaining the reason for their child's absence. An email from the parental address which the College holds on file is acceptable in lieu of a letter. The Junior School Pastoral Team is responsible for keeping a watching brief over pupil attendance and will contact parents if they feel there is a matter of concern, such as frequent absence.

It is expected that all family holidays will be arranged outside term time, the dates of which are published at least 12 months in advance on the website. Only the Head of the Junior School has the discretionary power to grant any leave of absence for a day or more. This should always be requested well in advance by way of a letter, seeking permission, addressed to the Head of the Junior School.

Visits to the doctor or dentist should be arranged as far as possible out of school hours. When this is unavoidable, please email the Junior School office and form teacher with the details, including any unusual pick up or drop off time, with as much notice as possible.

Important note: Within the registration software that the school uses there is an important distinction between 'authorised' absence (which occurs if the Head of Junior School has given permission) and 'unauthorised' absence (when permission has not been given).

The College wishes to work closely with parents to ensure that attendance is maximized. Should the College identify a pupil who is absent without having received any notice or explanation, the aspiration is to contact home within 24 hours but we cannot guarantee that this will always be possible.

THE SCHOOL UNIFORM

All St Dunstan's pupils are expected to conform to the College Dress Code at all times during the school day and when representing the College at events and fixtures. The Dress Code is reviewed and published annually on the College Website. Please see Appendix II for the current Junior School uniform list.

COMMUNICATION

WHO SHOULD YOU TALK TO?

This section tries to anticipate the sort of concerns that parents may have, and suggests who would be the most appropriate contact within the College in the first instance. There are bound to be situations that are not covered in these suggestions, in which case please approach the person that feels most appropriate to you.

It is always better to talk to somebody early on to avoid letting a minor concern turn into a big issue. In some situations, if your son or daughter is experiencing particular problems, you may feel external help (e.g. counsellor or educational psychologist) is necessary. If this is the case, it is always helpful to keep the JS Deputy Head Pastoral informed. Where more than one contact is given under each heading, they are often listed in order of priority / seriousness. Email contact is encouraged in the first instance, however if you prefer a face to face conversation with a member of staff, please contact them in advance to arrange an appointment. It is our expectation that parental emails will, if possible, be acknowledged by staff within one working day.

Form Teachers are seen as the routine point of contact between the College and the parents. All minor issues should be communicated to the Form Teacher and parents via email.

The primary contacts at the school for parents to deal with important developmental issues and / or problems that affect a whole year group are the Heads of Section. The Heads of Section will keep the Junior School Deputy Head Pastoral informed, who is always available for parents wishing to make direct contact if they feel this is more appropriate.

Parents wishing to discuss serious matters of an academic nature in Maths and English are encouraged to contact the respective subject coordinators or if concerns are related to Learning Support or Extension, the Head of Inclusion and Enrichment. These key members of staff will keep the Junior School Deputy Head Academic informed but he is also always available for parents who wish to make direct contact if they feel this is more appropriate.

Nature of Problem	Whom to contact
Absence due to illness	<ul style="list-style-type: none"> ❖ Junior School office on first day of illness via email <ul style="list-style-type: none"> ▪ Form teacher for long-term illness / health issues
Minor information issues	<ul style="list-style-type: none"> ❖ Junior School Office <ul style="list-style-type: none"> ▪ Form Teacher
Day to day issues	<ul style="list-style-type: none"> ❖ Form Teacher <ul style="list-style-type: none"> ▪ Head of Section ▪ Junior School Deputy Head Pastoral
Taking pupils out of school	<ul style="list-style-type: none"> ❖ Form Teacher and Junior School office for medical appointments or anything less than a day <ul style="list-style-type: none"> ▪ For absence requests of a day or more, permission should be sought from the Head of Junior School with as much notice as possible. Please note, the Head of the Junior School is unable to grant retrospective permission and such absence may only recorded as unauthorised.
Problems with progress in a subject area / academic matters	<ul style="list-style-type: none"> ❖ Subject Teacher <ul style="list-style-type: none"> ▪ Junior School Subject Coordinator ▪ Junior School Deputy Head Academic
Concerns regarding underlying learning needs	<ul style="list-style-type: none"> ❖ Form Teacher <ul style="list-style-type: none"> ▪ Head of Inclusion and Enrichment ▪ Junior School Deputy Head Academic
Problems with a trip or activity (including sports' fixtures)	<ul style="list-style-type: none"> ❖ Teacher running the activity / teacher in charge of team <ul style="list-style-type: none"> ▪ Junior School Deputy Head Pastoral
Emotional issues and behaviour (including bullying)	<ul style="list-style-type: none"> ❖ Form Teacher <ul style="list-style-type: none"> ▪ Head of Section ▪ Junior School Deputy Head Pastoral
Financial issues (including fees)	<ul style="list-style-type: none"> ❖ Finance Department <ul style="list-style-type: none"> ▪ Bursar
Problems with a member of staff	<ul style="list-style-type: none"> ❖ The teacher in the first instance, if appropriate. <ul style="list-style-type: none"> ▪ Head of the Junior School
Problems with the Head of the Junior School	<ul style="list-style-type: none"> ❖ Headmaster <ul style="list-style-type: none"> ▪ Chair of Governors (via the Bursar)

STAFF LIST AND SUMMARY OF INFORMATION FLOW

A staff list and summary of information flow of key Junior School staff are available in Appendix I, published separately.

FAMILY CONTACT INFORMATION

Parents are asked to inform the College Office immediately of any change of address, telephone number or email so that our records can always be up to date. This applies equally to work and emergency contacts and is particularly important if custodial arrangements change.

It would also be helpful if parents would inform the Form Teacher of any issues at home (e.g. bereavements, family members in hospital), which might affect your child.

All contact information and educational records are held in an electronic central management of information database called iSAMS. The routine information that we hold on your child can be checked via a secure login which is available on our website.

TELEPHONES

The Junior School line is staffed from 0800 until 1600 on Monday to Friday during term time. The College Reception is staffed from 0800 to 1730. The Junior School office will try to connect you with members of staff and will relay a message if that member of staff is unavailable. We cannot deliver routine messages to pupils but will make every attempt to ensure that an emergency message is forwarded.

Only Year 6 pupils who travel to and/or from school alone are allowed to have a mobile phone at school. Mobile phones are brought into College entirely at their owner's risk and they are held by the child's form teacher during the school day. The unauthorised use of mobile phones will result in their confiscation by a teacher and they can normally be collected at the end of the day. Parents of repeat offenders may be required to come into College to collect mobile phones if they wish their child to continue to have access to a mobile phone.

CALENDARS

An online calendar of events can be found on the College website. Term dates are normally published 12 months in advance on the College website.

NEWSLETTER & MAILINGS

Parents are emailed a copy of the Newsletter and the Bulletin each Friday during term time. These contain details of pupils' achievements, as well as links to all letters and forthcoming events. In addition, the website has live feeds for all news items. There is a hyperlink included to the appropriate section of the College's website, where all letters are arranged by academic year groups. This is also where you will find the start of term Welcome Letter from your child's Head of Section. This is a summary of the term ahead and includes most of the information you will need to know about forthcoming trips and in-school events. This important document is also emailed to parents at the start of each term.

WEBSITE

www.stdunstans.org.uk is the College website and it aims keeps parents informed about current and forthcoming events.

ACADEMIC PROCEDURES

JUNIOR SCHOOL ACADEMIC LEADERSHIP TEAM

The Junior School Deputy Head Academic is responsible for academic matters in the Junior School. They are supported by coordinators of English and maths as well as the Heads of Section. The Head of Inclusion and Enrichment also works closely with the Junior School Deputy Head Academic to ensure that any necessary support required is in place to the best of the School's resources.

ASSESSMENTS

Teacher assessment of pupils is part of the daily routine of any teacher. Pupils also sit a number of more formal assessments across the year, very much depending on their age. These are both nationally standardised assessments and internally created subject papers. The results of the latter are reported to parents as a matter of course. Standardised assessments are used for internal purposes and the results of these would not normally be shared with parents. If you wish to discuss these, you should arrange an appointment to see the Head of the Junior School.

Pupil progress in the Early Years Foundation Stage (Nursery and Reception) is tracked and assessed using an online tool called Tapestry.

ACADEMIC PROGRESS

Teachers at St Dunstan's College Junior School make a commitment to honesty and transparency when communicating with parents on pupils' progress. Where teachers have a concern they will raise this with you as soon as practicable.

HOMEWORK

Pupils currently receive homework from Reception and there is a gradual increase in volume and frequency as they move up the school, in order to prepare pupils for Senior School life. Core homework is in English and maths. A range of optional subject-related enrichment activities is available each half term for foundation subjects and pupils are encouraged to select a number of tasks to complete and share with their teachers.

PUPIL PLANNERS

The pupils in Years 3 to 6 are issued with a pupil planner at the start of the year. It is used by the child to write down their homework and to note school commitments. After homework has been completed, parents are asked to sign the diary section. The form teacher will sign the diary every day.

Parents of pupils from Reception to Year 4 are required to read with their child every day and complete and sign their child's reading record.

ACADEMIC TRACKING, PUPIL PROGRESS AND REPORTS

We aim to keep parents fully informed of their child's progress by individual contact, progress updates, examination results, reports and parents' meetings. The system aims to ensure that regular, timely, meaningful, and individual contact can be made between school and home to the benefit of the pupils. There are at two written reports and at least two parents' meetings for each year group annually.

Teachers are always ready to meet parents by appointment outside of these events to discuss matters of concern.

We encourage all staff to make contact with home as soon as concerns emerge, and vice-versa. Early dialogue is the most effective way to ensure that academic or pastoral difficulties do not escalate into problems.

REWARDS

Pupils who make outstanding contributions to their own development, either in terms of the commitment shown, or the level of achievement reached (or both), will be rewarded. This will be the case in all aspects of College life – academic or otherwise. The standard reward of this type is a House Point. Certificates and badges are awarded for cumulative totals and presentations made, depending on the total achieved, at assemblies. The Head of the Junior School may also award a Headteacher's Commendation. These have appropriate house point values and are added to pupils' cumulative totals. Teachers may also nominate pupils to receive a class Superhero of the Week award, which is awarded to any pupil who has shown particular improvements in their learning behaviours.

The annual Prize Giving ceremony, normally held in July, reviews and celebrates the major achievements of the previous year.

INCLUSION, ENRICHMENT, AND LEARNING SUPPORT

St Dunstan's College is committed to being an inclusive teaching and learning environment that supports and challenges every individual pupil to meet his or her own potential. The College seeks to ensure that pupils of all abilities and educational needs given admission to the College are able to access, enjoy, and benefit from the education of offer. Any concerns regarding a pupil's general progress should be addressed to the Form Teacher in the first instance. The following sections identify some of the structures we have in place to meet this commitment.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

The College welcomes input from pupils and families that will support learning. Our Learning Support Policy is reviewed annually and is available on our website. In the Junior School, timely and sensitive communication between home and school, as well as between classroom teachers, and the Head of Inclusion and Enrichment, are all vital to identifying, supporting, and monitoring the progress of pupils with SEND.

For more information about learning support, please contact our Head of Inclusion and Enrichment. Details of the school's guidance in this area can be found in our SEND Learning Support guidance document.

GIFTED, MORE ABLE AND TALENTED

It is an entitlement that all pupils should be valued, challenged and supported to learn at an appropriate pace and to consequently fulfil their own individual potential. The College views potential as something that can be developed and enhanced, and not as a fixed or limited outcome. For those pupils who show particular or exceptional potential, progress, or achievement, the school will nurture and support the very highest ambitions.

PASTORAL MATTERS

JUNIOR SCHOOL PASTORAL LEADERSHIP TEAM

The Junior School Deputy Head Pastoral is responsible for pastoral matters in the Junior School. They are supported by the Heads of Section.

PASTORAL ARRANGEMENTS

Each pupil has a Form Teacher. The Form Teacher is responsible for the supervision, guidance and care of the pupils in the form. In most cases the Form Teacher will also teach a majority of their subjects. Form Teachers keep records of attendance, academic progress and involvement in other school activities.

As well as monitoring a pupil's academic progress, it is part of the Form Teacher's role to monitor their form's co-curricular participation and to follow up on the week's pastoral theme.

ANTI-BULLYING

The College is opposed to all forms of bullying; such behaviour constitutes a breach of College discipline and will not be tolerated. If bullying does occur, pupils involved should understand that they will be listened to and supported by the College community. In the earliest stages of a concern, we operate a No Blame policy, and work closely with all involved, expecting a quick and easy resolution. This is guided and modelled by staff involved and progress is monitored as frequently as it is felt necessary.

If pupils feel that they are being bullied, or know that someone else is being bullied, they should tell their parents, teacher, Form Teacher, Head of Section or the Junior School Deputy Head Pastoral. If a parent suspects or knows that their child is being bullied, they should contact the Form Teacher or Deputy Head Pastoral immediately and encourage their child to do the same. The matter will be dealt with sensitively but firmly. The College Anti-Bullying Policy can be found on the website.

HOUSE SYSTEM

Each pupil is allocated to a House in which he or she will remain throughout their time in the College. The four Houses are Forder, Hecker, Stuart and Usherwood; these are named after the first four Headmasters of the College. Siblings are usually placed in the same House. We have an extensive programme of House events which allows a variety of house activities to take place. Pupils are expected to get involved, and will gain bonus house points for participation and support as well as winning. Pupils will also be encouraged to lead activities and staff will be keeping these in mind when they pick House Captains for Year 6. These activities will allow the pupils a chance to explore the nature of competition, team work and leadership, whilst also trying new experiences.

LEADERSHIP OPPORTUNITIES

There are many opportunities for leadership from the earliest years, when pupils relish responsibility. In Year 6 there are more formal positions of responsibility, including a head boy and girl, heads of various sports and House Captains. The Junior School Council provides a channel for direct communication between the pupil body and the Junior School Leadership Team. It is chaired by the Deputy Head Pastoral and includes an elected representative from every form from Year 2 to Year 6. The Year 6 representatives will occasionally represent the Junior School on the College School Council and College Charity Committee.

PUPILS' HEALTH

Prescription medication may be required on a regular basis or on an emergency or as-needed basis. All prescription medication to be taken during the school day must be administered by the College Nurse (or, in her absence, an appropriate first aider via the Pavilion). The medication must be in the original packaging with the original pharmacy label containing the pupil's name, dosage and time to be given. Additional labels can be obtained from the dispensing pharmacy on request.

Medications will be stored in a locked cupboard or secure refrigerator in The Pavilion. It is the responsibility of the parents to keep the College informed about changes in pupils' medicinal needs.

Consent for the Administration of Medicines Form must be completed and given to the College Nurse with the prescription medication. This form is available from The Pavilion and the College Office, and Appendix 5 of the College Pupil Physical and Mental Health Policy, available on the College website.

Consent for the giving of all non-prescription drugs must be obtained from the parent/guardian of all pupils. The medical questionnaire sent out on admission to the College contains simple 'yes/no' consent for basic non-prescription medications that are held in The Pavilion. Parents may update the College Nurse by letter or email if they wish. Renewal of consent may be requested by the College periodically. Non-prescription medications kept in The Pavilion are:

Paracetamol, ibuprofen, simple linctus, Piriton, Lemsip, Optrex eye bath, heat sprays, cold sprays, and antihistamine cream for insect bites and stings

Occasionally, a pupil may be required to have non-prescription medication administered during the school day. In this event, parents should discuss the treatment with the College Nurse, and if appropriate, a consent for the administration of medicines form must be completed by the parents.

Designated staff, including the College Nurse and other staff who hold first aid qualifications, deal with any accident or illness. In the event that a child is deemed too unwell to remain at school, parents or emergency contacts will be contacted by the College Nurse to arrange for collection of the child from school. Unless absolutely unavoidable (and only at the discretion of the College Nurse in consultation with parents and the pupil), unwell children will not be released to make their own way home, even if they normally travel to and from school unaccompanied.

Children should not be sent to school if unwell and unable to participate in lessons.

The College follows NHS guidance with respect to quarantine following any episode of vomiting or diarrhoea. If a pupil is unwell with gastrointestinal problems, they must not be sent to school until 48 hours has passed since the last episode of vomiting or diarrhoea. If a pupil is sick or has diarrhoea at school, parents will be contacted and asked to collect the child as soon as possible. The pupil will not be permitted to return to school until a minimum of 48 hours has passed since the last noted episode of sickness. Should the pupil return to school before this time, they should expect to be quarantined in the clinic until a parent or emergency contact collects them from school; they will not be permitted to attend lessons or activities. Parents are expected to honour the College's request for quarantine periods.

HEALTH CARE PLANS

If your child has a specific medical need you will be asked to attend a meeting early in the Michaelmas Term to discuss your child's Health Care Plan. The meeting will be with the College Nurse and, normally, your child's Form Teacher.

CLOTHES AND POSSESSIONS

Parents are asked to ensure that all items of pupils' clothing and property are clearly marked, including watches, calculators or any item of value. The College is unable to operate an insurance policy for personal items at school. Please ensure that expensive possessions are not brought to school and that all items are fully insured. Pupils are not allowed to use electronic equipment with headphones around the College.

A uniform and equipment list can be found in Appendix II

BEHAVIOUR MANAGEMENT

St Dunstan's College believes in the discipline, standards and rules necessary for civilised relations and orderly conduct in a school, which contains pupils between the ages of 3 and 18. We endeavour to foster self-discipline and an understanding of the values necessary for living in a community. We will praise and reward pupils for positive contributions in work, behaviour and activities but we will not ignore any actions contrary to our code of behaviour. Unacceptable work or behaviour is firmly dealt with first by the teacher concerned and subsequently by the Form Teacher, Head of Section and ultimately by one of the Junior School Deputy Heads or the Head of Pre-Prep and finally by the Head of the Junior School.

Following behaviour of particular significance (negative or positive) we make sure to contact parents with the appropriate details. We operate a system of sanctions with clear escalations as well as opportunities for the pupils to rectify poor behaviour.

In the extreme cases, the Headmaster may ask parents to remove a pupil from the College. Although all the individual circumstances will be considered, the interests of others in the school community and the nature of the offence will be of particular significance. Our Behaviour Policy is available on our website.

Parents are liable for damage to school property or equipment for which their child is responsible.

CO-CURRICULAR MATTERS

THE FORDER PROGRAMME

The value and importance of an exciting and extensive Co-curricular programme for pupils is not a new concept. The first two Headmasters of St Dunstan's College, Mr Stuart and the Revd Forder, were great supporters of this idea; indeed, the latter created a programme that ran on three days after school - sometimes well into the evening. George Bernard Shaw is known to have commented on the progressive education afforded by St Dunstan's College. It is very often the work outside the classroom that develops the characteristics and traits valued in industry and in top performing universities, as well as preparing our young people for happiness and fulfilment in the broader context of life.

The Forder Programme encompasses all activities outside the curriculum that take place during the allocated periods during school; after school; at weekends and during school holidays. This allows all pupils to immerse themselves in creative, active and service activities; they will have the opportunity to develop themselves physically, empathetically and imaginatively.

Years 3 to 6 will be expected to do a minimum of two activities each week, which must cover at least two activity areas to ensure they establish a breadth in their co-curriculum programme. Once an activity is selected, pupils must ensure that they fulfil their obligation to that activity. Membership of a number of music and sporting activities will be compulsory for some pupils as directed by the College.

A number of Forder Activities are available to Pre-Prep pupils. These are optional and there is no minimum requirement.

A number of paid for activities are run after school. These are usually offered on a first-come basis and the cost will be added to the end of term bill.

The structure of the school day supports the functioning of this programme, allowing for meaningful time to carry out the programme and to make full use of all our facilities. We are currently offering a large number of activities across the week, representing a huge diversity of interests.

The Forder Programme aims to impact positively on the lives of all involved at the College. It will exist to be embraced by all pupils and will be something that will develop and empower the lives of our pupils, contributing to a full and rounded education for all.

MUSIC LESSONS (in addition to the Forder Programme)

Individual instrumental lessons can be arranged for a variety of instruments. These will occur during lesson time for the younger pupils. Visiting music teachers are self-employed and will invoice parents directly for tuition. Further details can be obtained from the Music Department

SPORTING FIXTURES AND OTHER EVENTS

Pupils selected to be in teams and who are involved in other activities are expected to give full commitment to the team or activity, as their participation is important to its success. This commitment may include fixtures, rehearsals and meetings occurring after school. Details of fixtures and rehearsals are published well in advance. The College believes that this commitment of pupils is good both for individuals and for teams.

The College expects all pupils to abide by a published code of conduct and we ask parents to encourage such behaviour by setting a good example themselves and by giving enthusiastic though not excessive or inappropriate support.

ARTS FESTIVAL

The College holds an annual Arts Festival at the end of the academic year. The aims of the Arts Festival are firmly rooted in educational value – to educate our pupils in the best attitudes to the co-curricular opportunities available to them, especially by offering them artistic opportunities of the highest order, and to involve and engage with the broader community, by promoting access to events of cultural significance.

The details of the 2019 Arts Festival will be published in due course, and will be made available on the College Website.

DRAMA PRODUCTIONS

The College has a thriving co-curricular programme of drama productions for pupils of all ages and abilities. These range from small scale informal performance to larger whole College musicals. Pupils can study towards and be entered for LAMDA (London Academy of Music & Dramatic Art) examinations.

TRIPS AND VISITS

Trips and visits are arranged as part of a pupil's programme of study, with a charge being made to cover the cost of transport, food and accommodation where appropriate. The charge for day visits and residential trips will normally be added to the termly fee bill. For residential trips, parents will be required to pay a non-refundable deposit in advance. This deposit should be paid through WISEPAY (Finance Office can be contacted on 020 8516 7277 if there are any queries).

For trips abroad, pupils will need to have their own passport and, if within the EU, their own European Health Insurance Card (EHIC). Any parent whose child may require a visa or any other additional documentation should contact the trip organiser for advice immediately they receive notice of the proposed trip.

The College Office keeps a record of all pupils participating in such trips, along with emergency contact numbers. Urgent contact by a parent to a child on a school trip should normally go via the organising member of staff.

EXTRA INFORMATION

CATERING

Lunch is mandatory for all pupils. Each day we offer three choices of main course, one of which is always vegetarian. Nursery pupils have fewer options. There is a salad bar, which consists of four core salad items along with two composite salads; we also offer oils and dressings. We offer Chef-made bread on a daily basis. During the colder months we offer a soup of the day.

We offer a selection of cold sweets daily; these include fresh fruit, yoghurt with toppings, cut melon, and fresh fruit salad. Hot sweet is provided daily during the colder months. Using our Theatre Bar we are able to offer a different style of lunch, this can range from a pasta and baked potato bar, where there is a choice of sauces and fillings through to a curry bar. In the warmer weather we are able to provide a plated salad prepared fresh in front of the pupils throughout the lunch service. Menus are published on the website.

Parents of pupils who require special diets for medical reasons should discuss this with the Junior School Office. Any issue regarding catering should initially be raised with the Bursar.

EVENTS

Parents are warmly invited to all College fixtures, concerts, productions and other events. This support is also greatly appreciated by the pupils involved. Dates and times will appear on the website, in the Calendar and in Newsletters.

FINANCIAL MATTERS

Fees:

Fees may only be paid in three ways:

- Advance payment, details from the Bursar
- By instalments collected by direct debit, details from the Bursar
- By cheque, credit/debit card or money transfer before the first day of each term.

Cash is not accepted at the College but may be paid in at a bank, details from the Bursar. A fee is payable for payments by credit card.

Fees must be paid on time. Charges are raised against late payment.

of Bursaries are required to complete and annual declaration of their circumstances.

Benevolent Fund:

The St Dunstan's College Benevolent Fund exists to offer support to parents and guardians who are experiencing temporary difficulty in meeting the costs of their child's education at the College. The Fund operates by making grants in aid. It is not a Scholarship or Bursary Fund, and is not able to support pupils in their education over long periods of time. However, its assets are available on application, subject to genuine need being proved. Often its cases take the form of referrals from the Bursar or the Headmaster. All applications should be sent in writing to the Treasurer, Benevolent Fund, St Dunstan's College.

The Fund is a Registered Charity (no. 269748) and is administered by a small committee of management including parents, staff and Old Dunstonians. The AGM is held every September. It relies solely on voluntary contributions from members of the College community. Any gift, however small, is always appreciated.

Bursar:

The College Bursar and Clerk to the Governors, Col Norman Wallace, is in charge of all financial matters. The telephone numbers and contact for Bursary matters are listed on the front page of the termly Calendar.

Insurance:

The Foundation has Public Liability Insurance and as part of the general fee provides insurance for:

- Accidental injury
- Travel

Details of the cover and exclusions for each are contained on the College website. Parents should examine the cover provided carefully and if desired make their own additional arrangements; additional cover is a parental responsibility.

The College does not provide insurance cover for the reimbursement of fees in the event of a pupil being absent through illness. Policies do exist to cover this contingency and the Bursary can provide details of some options.

The College does not provide insurance cover for the loss of or damage to clothing or property, however caused, at the College. It is the parents' responsibility to arrange cover as they require for such items as musical instruments, personal computers, phones, watches, calculators and sports equipment.

The above notwithstanding, no further insurances exist covering additional school activities and your child attends these at his/her own risk, and without further responsibility on the part of the College or its members of staff or other authorised personnel, whether to your son or daughter, to you as parents or to any third party.

HEALTH AND SAFETY

Procedures regarding health and safety issues are published prominently around the College. It is the responsibility of the pupils to be aware of these procedures and to respond promptly in the event of any incident. Pupils are also expected to act in a manner that will ensure the safety of others at all times. Our Health & Safety Policy is available on our website.

OLD DUNSTONIAN ASSOCIATION

All pupils are encouraged to become members of the Old Dunstonian Association when they leave the College. Life membership of the Association is obtained whilst your child is still at the College. The Association is now over 100 years old and has over 3700 members. The OD Sports Clubs have extensive grounds and facilities at Langley Park in Beckenham.

POLICIES

All parents are sent copies of the terms and conditions of the College when being offered a place for their child. On accepting that place they are asked to return one copy of the terms and conditions duly signed. The following policies and information are currently available on our website:

- P1 - Safeguarding
- P2 - Pastoral Care and Personal Development
- P3 – Expected Pupil Behaviour and College Rules
- P4 - Anti-Bullying
- P5 - Curriculum and Pupil Progression
- P6 – Inclusion and Enrichment
- P7 - Co-curricular
- P8 - Performance Monitoring
- P9 - Attendance
- P10 - Admissions
- P11 –Complaints Procedures
- P12 - Health and Safety (including the Pupil Physical and Mental Health Policy)
- P13 - Equal Opportunities
- P14 - Data Protection
- P15 - ICT

RECORDS

The College will keep a database of essential information relating to each pupil. Parents will be asked to provide and check this information regularly. Access to an academic record is available on written request to the Headmaster.

FRIENDS OF ST DUNSTAN'S

The Friends of St Dunstan's organise and host family events across the year, as well as supporting the fundraising aims of the College Charity Committee. The group meets regularly and is made up of parents and College staff. Year group parent reps work closely with the Friends of St Dunstan's to assist with communication flow and welcoming new parents to the College.

TRANSPORT

A combination of hired coaches and minibuses, public transport and the use of the school minibuses transport pupils to fixtures and other events away from the school grounds. *It is obligatory for all pupils to use the seat belts provided on coach and minibus journeys.* A member of staff will normally drive the school minibuses.

VISITING THE SCHOOL

Adults visiting or working on the St Dunstan's College sites play an important part in the life of the College, whether helping to maintain the buildings or grounds or visiting as a lecturer or guest speaker. All visitors must report to reception upon arrival, where they will be signed in and issued with a summary document regarding the safeguarding of children within the College and a pass. The pass must be worn so that is visible at all times whilst they are on site.

A GUIDE TO THE EYFS

WHAT DOES EYFS MEAN?

EYFS stands for the Early Years Foundation Stage and applies to children in our Nursery and Reception. A child-centred curriculum is thought by experts in this field, to be the best way to engage and motivate children of this age group. There is a vast amount of information about the EYFS online however a good place to start is this website:

<http://www.foundationyears.org.uk/eyfs-statutory-framework/>

EYFS CURRICULUM

Although we follow this curriculum we are not bound by it, so we can adapt where we need to meet the particular needs of the children. This especially applies to those children who have met the criteria and demand an extra challenge.

The children in Nursery and Reception have free choice access to a range of activities that meet the seven Early Learning Goals. These are as follows:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

As well as free choice activities, pupils also engage in directed, focussed tasks in small groups. The children in the EYFS have a number of lessons taught by specialist teachers. These include Spanish, Music, PE and Games. Reception aged children also attend a weekly swimming lesson. Children in Nursery and Reception attend whole school assemblies, as appropriate.

HOW CAN PARENTS HELP AT HOME?

Each week the teachers in Nursery and Reception send home a weekly newsletter with information about what the children have learnt that week. This provides an opportunity for parents to discuss this with their children and to further their learning. In Reception we start formal reading and send home books for you to listen to your child read. It is expected that you listen to your children read every night and record this in the reading log book.

HOW DO WE SUPPORT CHILDREN WITH SEND?

At St Dunstan's we value every child and want all children to reach their potential. Sometimes we might identify barriers in learning and provide extra support for some children. We have a dedicated Head of Inclusion and Enrichment who supports children who are below age-expected criteria. They will also identify children who are working significantly above age-expected criteria and work closely with their class teacher to ensure they are sufficiently challenged.

WHAT DO THEY EAT AND DRINK?

The children in the EYFS are expected to bring in a named water bottle which they can access at all times of the day. Healthy eating is promoted throughout the school and our on-site catering team provide a vast selection of hot food available for children at lunchtime. Please see the website for more details.

<http://www.stdunstans.org.uk/525/current-parents/catering-menus>

In addition to lunch, the children have a morning snack when they can have fruit and milk if they wish. They also have an afternoon snack when the children are provided with a selection of fruit and vegetables.

POLICIES

Please see our website for all of our policies. These include the procedures for safeguarding children, failure to collect children and missing children.

STAFFING IN THE SETTING

In Nursery the pupils are supported by a qualified teacher and 2 teaching assistants. Each class in Reception has a qualified teacher and 1 teaching assistant.

The key person for the children will be the qualified teacher in Nursery or Reception.

HOW DO WE COMMUNICATE WITH PARENTS?

Here at St Dunstan's we have an open door policy whereby no question is too small. Teachers and teaching assistants are available before and after school for quick catch ups and you can make an appointment with the class teacher if you require a longer meeting. All teachers can also be contacted via email and the green communication book in Nursery or the reading log book in Reception. We will also contact you if we feel we need to discuss anything with you.

Appendix I: Staff Contact Details

Junior School Receptionist: 020 8516 7225 jsoffice@sdmail.org.uk
Mrs S Frewin

**PA to the Head of Junior School and
JS Admissions Coordinator:** 020 8516 7328 djackson@sdmail.org.uk
Mrs D Jackson

Head of Junior School: headofjs@sdmail.org.uk
Mr P Cozens

JS Deputy Head Pastoral*: lwhitwood@sdmail.org.uk
Miss L Whitwood

JS Deputy Head Academic: mbryant@sdmail.org.uk
Mr M Bryant

Head of Pre-Prep*: tshaw@sdmail.org.uk
Mrs T Shaw

Head of Years 5 & 6: kdickenson@sdmail.org.uk
Mrs K Dickenson

Head of Years 3 & 4: rrowe@sdmail.org.uk
Miss R Rowe

Head of Years 1 & 2: erogers@sdmail.org.uk
Mrs E Rogers

* The JS Deputy Head Pastoral and Head of Pre-Prep are College Deputy Safeguarding Leads

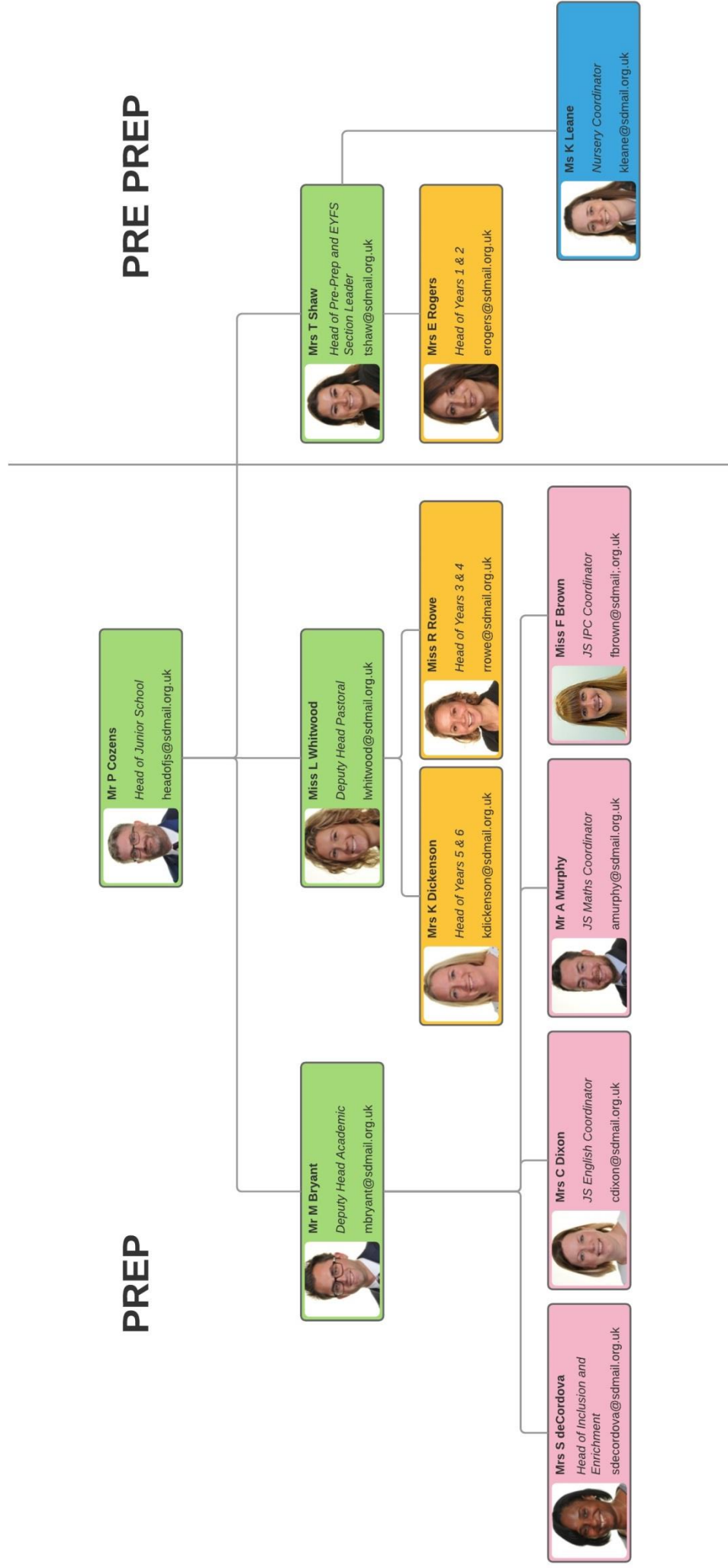
FORM TEACHERS

Ms K Leane	Nursery	kleane@sdmail.org.uk
Mrs R Grattan-Kane & Mrs T Shaw	00R	rgrattankane@sdmail.org.uk tshaw@sdmail.org.uk
Mrs C Isaac	00P	cisaac@sdmail.org.uk
Mrs E Rogers	01S	erogers@sdmail.org.uk
Mr J Perkins	01T	jperkins@sdmail.org.uk
Mrs J Iwantschak (maternity leave)	02S	jiwantschak@sdmail.org.uk
Mrs L Shaw (maternity cover)		lshaw@sdmail.org.uk
Mr T Pinder (maternity cover)		tpinder@sdmail.org.uk
Mr B Chambers	02T	bchambers@sdmail.org.uk
Miss R Rowe	03F	rrowe@sdmail.org.uk
Miss L Mitcham	03G	lmitcham@sdmail.org.uk
Mr R Hindes	04F	rhindes@sdmail.org.uk
Mrs C Robertson	04G	croberston@sdmail.org.uk
Mr A Murphy	05F	amurphy@sdmail.org.uk
Miss F Brown	05G	fbrown@sdmail.org.uk
Mr T May	05H	tmay@sdmail.org.uk
Mrs C Dixon	06F	cdixon@sdmail.org.uk
Mrs K Dickenson	06G	kdickenson@sdmail.org.uk

SUBJECT COORDINATORS

Mrs C Dixon	English	cdixon@sdmail.org.uk
Mr A Murphy	Mathematics	amurphy@sdmail.org.uk
Miss F Brown	IPC	fbrown@sdmail.org.uk
Mr J Perkins	E-Learning	jperkins@sdmail.org.uk
Miss J Staes	Modern Foreign Languages	jstaes@sdmail.org.uk
Mrs A Smith	Art	asmith@sdmail.org.uk
Ms L Marcinkiewicz	Music	lmarcinkiewicz@sdmail.org.uk
Miss H Morris	Girls' Games	hmorris@sdmail.org.uk
Mr E Nisbett	Boys' Games	enisbett@sdmail.org.uk

JUNIOR SCHOOL LINES OF COMMUNICATION



Appendix II: Uniform

Pre-Prep Uniform

All children must wear school uniform in accordance with the published list.

Nursery Items

Tacklebag is the official College uniform supplier for Nursery children. Uniform may be purchased online at <https://www.tacklebag.co.uk/schools/st-dunstans-college/>

House T-Shirt
Fleece
Sweatpant
Short

Nursery - Miscellaneous

Rucksack for spare clothing (provided by the school)
Book bag (provided by the school)
White ankle socks
Black plimsolls (velcro fastener)
Summer hat
Wellington boots

Schoolblazer is the official College uniform supplier for pupils in Years Reception to 2. Uniform may be purchased online at <http://www.schoolblazer.com>

Reception to Year 2 BOY : Summer Uniform (Summer Term to Michaelmas Term first half)

Crested waterproof jacket	Maroon waterproof coat, crested left chest
Knitwear	Long sleeved sweater, maroon with sky trim
Shirt	White short sleeve shirt
Tie	Velcro style
Shorts	Black elasticated back
Hosiery	Short black socks
Footwear	Black leather polished (black trainers are not acceptable school shoes)
Summer Cap	Provided by the school

Reception to Year 2 BOY : Winter Uniform (Michaelmas Term second half to end Lent Term)

Stormproof coat	Maroon waterproof/fleece lined coat, crested left chest
Knitwear	Long sleeved sweater, maroon with sky trim
Shirt	White long sleeve shirt
Tie	Velcro style
Trousers	Plain long black trousers
Hosiery	Short black socks
Footwear	Black leather polished (black trainers are not acceptable school shoes)
Winter hat, gloves and scarf	Purchase from Schoolblazer

Reception to Year 2 GIRL : Summer Uniform (Summer Term to Michaelmas Term first half)

Crested waterproof jacket	Maroon waterproof coat, crested left chest
Knitwear	Long sleeved cardigan, maroon with sky trim
Summer dress	Blue and white pinstripe dress
Hosiery	White ankle socks
Footwear	Black leather polished shoes or black patent shoes
Summer Cap	Provided by the school

Reception to Year 2 GIRL : Winter Uniform (Michaelmas Term second half to end Lent Term)

Stormproof coat	Maroon waterproof/fleece lined coat, crested left chest
Knitwear	Long sleeved cardigan, maroon with sky trim
Blouse	Long sleeve white, reverse collar
Pinafore	Drop waist, bespoke tartan
Hosiery	Grey long socks or grey cotton rich tights
Footwear	Black leather polished shoes or black patent shoes
Winter hat, gloves and scarf with crest	Purchase from Schoolblazer

Reception to Year 2 Sportswear

Tacklebag is the official College sports kit supplier for Pre-Prep sports kit. Sports kit may be purchased online at <https://www.tacklebag.co.uk/schools/st-dunstans-college/>

House T-Shirt

Fleece

Sweatpant

Short

Swim Costume (Girls) Speedo endurance, navy

Swim Jammer (Boys) Speedo endurance, navy

Reception - Miscellaneous

Rucksack for PE (provided by the school)

Rucksack for Swimming (provided by the school)

Trainers

White Ankle Socks

Book bag (provided by the school)

Wellington boots

Hair

Hairstyles should be neat and conventional. Girls with long hair should wear hairbands, slides or scrunchies. These should be maroon, grey or black in colour. Boys' hair should be off the collar and away from the face.

Jewellery

A plain analogue watch may be worn in Year 2. Girls may wear a plain gold stud in each year. For health and safety girls have to remove their earrings for all sport lessons and they must be able to do this independently.

All items of clothing must be clearly marked.

Prep Uniform – Boys Years 3 to 6

Schoolblazer is the official College uniform supplier for Prep children. Uniform may be purchased online at <http://www.schoolblazer.com>

All children must wear school uniform in accordance with the published list.

Summer Uniform (Summer Term to Michaelmas Term first half)

Stormproof coat	Waterproof fleece lined coat. Maroon crested
Waterproof jacket	Maroon crested
Blazer	Unisex crested grey blazer
Knitwear	Long sleeved sweater, maroon with sky trim
Shirt	White short sleeve shirt
Tie	Junior School tie
Shorts (optional for Y5-6)	Black elasticated back
Hosiery	Black socks
Footwear	Black leather polished shoes (black trainers are not acceptable)

Winter Uniform (Michaelmas Term second half to end Lent Term)

Stormproof coat	Waterproof fleece lined coat. Maroon crested
Waterproof jacket	Maroon crested
Blazer	Unisex crested grey blazer
Knitwear	Long sleeved sweater, maroon with sky trim
Shirt	White long sleeve shirt
Tie	Junior School tie
Trousers	Long black plain style trouser
Hosiery	Black socks
Footwear	Black leather polished shoes (black trainers are not acceptable)
Winter hat, gloves and scarf with crest	Purchase from Schoolblazer

Tacklebag is the official College sports kit supplier for Prep children. Sports kit may be purchased online at <https://www.tacklebag.co.uk/schools/st-dunstans-college/>

SPORTSWEAR

Compulsory

Rugby Jersey
PE Polo Shirt
Tapered Pant
Rugby Short
Rugby Socks
Rain jacket (1/4 zip)
House T-Shirt
Swim Jammer (Boys)

Optional

¼ zip Microfleece
Thermoreg L/S Top
Thermoreg Leggings
Back Pack
Sports Bag
Beanie

Prep Uniform – Girls Years 3 & 4

Schoolblazer is the official College uniform supplier for Prep children. Uniform may be purchased online at <http://www.schoolblazer.com>

All children must wear school uniform in accordance with the published list.

Years 3 to 4: Summer Uniform (Summer Term to Michaelmas Term first half)

Stormproof coat	Waterproof fleece lined coat. Maroon crested
Waterproof jacket	Maroon crested
Blazer	Unisex crested grey blazer
Knitwear	Long sleeved cardigan, maroon with sky trim
Summer dress	Blue and white pinstripe dress
Hosiery	White ankle socks
Footwear	Black leather polished shoes

Year 3 to Year 4: Winter Uniform (Michaelmas Term second half to end Lent Term)

Stormproof coat	Waterproof fleece lined coat. Maroon crested
Waterproof jacket	Maroon crested
Blazer	Unisex crested grey blazer
Knitwear	Long sleeved cardigan, maroon with sky trim
Blouse	White blouse, revere collar
Pinafore	Drop waist, bespoke tartan pinafore
Or Black full-length trousers (not 'jeggings' or 'treggings' and no denim)	
Hosiery	Grey long socks or grey cotton rich tights
Footwear	Black leather polished shoes
Winter hat, gloves and scarf with crest	Purchase from Schoolblazer

Tacklebag is the official College sports kit supplier for Prep children. Sports kit may be purchased online at <https://www.tacklebag.co.uk/schools/st-dunstans-college/>

SPORTSWEAR

COMPULSORY

Netball Top
PE Polo Shirt
Skort
Socks
Rain jacket (1/4 zip)
House T-Shirt
Navy Blue Speedo endurance costume

OPTIONAL

1/4 zip Microfleece
Thermoreg L/S Top
Thermoreg Leggings
Stadium Pant
Back Pack
Sports Bag
Beanie



Prep Uniform – Girls Years 5 & 6

Schoolblazer is the official College uniform supplier for Prep children. Uniform may be purchased online at <http://www.schoolblazer.com>

All children must wear school uniform in accordance with the published list.

Summer Uniform (Summer Term to Michaelmas Term first half)

Stormproof coat	Waterproof fleece lined coat. Maroon crested
Waterproof jacket	Maroon crested
Blazer	Unisex crested grey blazer
Knitwear	Long sleeved cardigan, maroon with sky trim
Summer dress	Blue and white pinstripe dress
Hosiery	White ankle socks
Footwear	Black leather polished shoes

Winter Uniform (Michaelmas Term second half to end Lent Term)

Stormproof coat	Waterproof fleece lined coat. Maroon crested
Waterproof jacket	Maroon crested
Blazer	Unisex crested grey blazer
Knitwear	Long sleeved cardigan, maroon with sky trim
Blouse	White blouse, reverse collar
Kilt	Waisted 4 button bespoke tartan kilt (worn below the knee)
Or Black full-length trousers (not 'jeggings' or 'treggings' and no denim)	
Hosiery	Grey long socks or grey cotton rich tights
Footwear	Black leather polished shoes
Winter hat, gloves and scarf with crest	Purchase from Schoolblazer

Tacklebag is the official College sports kit supplier for Prep children. Sports kit may be purchased online at <https://www.tacklebag.co.uk/schools/st-dunstans-college/>

SPORTSWEAR

COMPULSORY

Netball Top
PE Polo Shirt
Skort
Socks
Rain jacket (1/4 zip)
House T-Shirt
Navy Blue Speedo endurance costume

OPTIONAL

¼ zip Microfleece
Thermoreg L/S Top
Thermoreg Leggings
Stadium Pant
Back Pack
Sports Bag
Beanie



Miscellaneous

Summer cap (available from School)

Hairstyles

Hairstyles should be neat and conventional. Girls with long hair should wear hairbands, slides or scrunchies.

These should be dark blue or black in colour. Boys' hair should be off the collar and away from the face.

Jewellery

Watches and official school badges may be worn. Girls may wear a plain gold stud in each year. Girls have to remove their earrings for all sport lessons and they must be able to do this independently.

All items of clothing must be clearly marked.

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