

**Junior School Parents'  
Handbook  
2019/20**

## TABLE OF CONTENTS

### Introduction to St Dunstan's College

- Welcome from the Headmaster
- Ethos, Vision and Values of the College
- College Contact Details
- Structure of the College and Junior School

### Daily Routine

- The Pre-Prep School Day
- The Prep School Day
- Before School Care
- After School Care
- Morning and Lunch Breaks
- Assemblies
- Events
- Scooting, Cycling and Driving to School
- Attendance
- The School Uniform

### Communication

- Parent Portal
- Who to contact
- Communication pyramids
- Family Contact Information
- Telephones
- Calendars
- Newsletter and Mailings
- Website

### Academic Procedures

- Junior School Academic Leadership Team
- Assessments
- Academic Progress
- Homework
- Pupil Planners
- Academic Tracking, Pupil Progress and Reports
- Parents' Evening

## Inclusion, Enrichment and Learning Support

- Special Educational Needs and Disabilities (SEND)
- Enrichment

## Pastoral Procedures

- Junior School Pastoral Leadership Team
- Pastoral Arrangements
- Anti-Bullying
- House System
- Leadership Opportunities
- Pupil Health
- Health Care Plans
- Clothes and Possessions
- Behaviour Management

## Co-Curricular Procedures

- The Forder Programme
- Music Lessons
- Sporting Fixtures and Other Events
- Special Events
- St Dunstan's Festival
- Drama
- Trips and Visits

## Additional Information

- Catering
- Events
- Financial Matters
- Health and Safety
- Information and Communication Technology (ICT)
- Transport
- Visiting the School
- Friends of St Dunstan's
- Dunstonian Association
- Policies

## Introduction to St Dunstan's College

### 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 co-education 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.

### ETHOS, VISION AND VALUES OF THE COLLEGE

Translating as 'Adorn the White', our College motto, *Albam Exorna*, is as relevant today as it was at the time of our Lewisham foundation, in 1888. The white shield that serves as three quarters of our College crest is a blank canvas onto which is emblazoned the as yet unwritten story of each St Dunstan's pupil.

We cherish our school of unique characters, each being encouraged to navigate their own journey through life whilst being nurtured to develop the *Courage* to be who they are, the *Creativity* to develop new ideas and approaches, the *Confidence* to try, succeed and fail, the *Compassion* to understand and appreciate others, and the *Curiosity* always to want to discover more.

In line with our ethos, we believe in being:

'An ambitious, forward-thinking community that inspires and supports individuals to thrive'

## COLLEGE CONTACT DETAILS

Address	St Dunstan's College Stanstead Road London SE6 4TY
Junior School	020 8516 7225 (0800 to 1600)
Email	<a href="mailto:jsoffice@sdmail.org.uk">jsoffice@sdmail.org.uk</a>
College Reception	020 8516 7200 (0800 to 1730)
Fax	020 8516 7300
Website:	<a href="http://www.stdunstans.org.uk">www.stdunstans.org.uk</a>

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

## STRUCTURE OF THE COLLEGE

The Governors have a statutory role 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 for the Foundation and carry out the duties of charity trustees, looking after legal and financial matters as well as setting the strategic vision for the College and the various priorities that stem from it.

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 and current pupils and educational professionals. Governors normally serve for five years though this can be extended.

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 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 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

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### THE PRE-PREP SCHOOL DAY

#### ARRIVAL

- 0820 Main gate open at the east end of the College, behind the Refectory. 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 Junior School gate.
- 0840 Junior School gate closes.

Any pupils arriving after the gate closes should be taken to the main College Office.

### STRUCTURE OF THE SCHOOL DAY

#### NURSERY

<b>0820</b>	<b>Arrival</b>
<b>0840</b>	Session 1
<b>1015</b>	<b>Break</b>
<b>1040</b>	Session 2
<b>1130</b>	<b>Lunch</b>
<b>1310</b>	Session 3
<b>1510</b>	<b>Dismissal</b>

#### RECEPTION

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

## YEARS 1 & 2

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

## DEPARTURE

School finishes at 1515 and parents may collect children from the Junior School playground (accessible via the east end gate from 1510) 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.

## THE PREP SCHOOL DAY

### ARRIVAL

- 0820 The Prep playground is supervised by a member of staff (accessible via the east end gate behind the Refectory).
- 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

<b>0830</b>	<b>Registration and Form Time</b>
<b>0850</b>	<b>Assembly</b>
<b>0910</b>	Period 1
<b>0950</b>	Period 2
<b>1030</b>	<b>Break</b>
<b>1050</b>	Short Session
<b>1110</b>	Period 3
<b>1150</b>	Period 4
<b>1230</b>	<b>Lunch</b>
<b>1330</b>	Period 5
<b>1410</b>	Period 6
<b>1450</b>	Period 7
<b>1530</b>	Form Time
<b>1535</b>	Dismissal

### DEPARTURE

At the end of the school day, children can be collected from either the Junior School 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 **1600** 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 Junior School.

Children attending after school activities must be collected from the teacher-designated pick-up point. This is usually in the Junior School 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@sdmail.org.uk](mailto:jsoffice@sdmail.org.uk) on the preceding Friday.

## 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	Fee
The end of school and 1630	£6.00
1631 and 1730	£10.00
1731 and 1800	£12.00
1801 onwards	£12 plus £1 per additional minute *
* e.g. pick up at 1815 = £12 + £15 = £27	

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.

During the building development works, temporary access arrangements will be in place. Full details of these will be available in September.

In order to ensure that we can plan appropriately, **we require prior notice**. Please email the Junior School Office [jsoffice@sdmail.org.uk](mailto:jsoffice@sdmail.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. Please note, the first five minutes, after the close of ASC at 1800, are at the discretion of the Junior School Leadership Team staff member on duty that evening. They will take into consideration any special circumstances and the frequency of late collections.

## 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.

## 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 Junior School playground. 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](mailto: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 the supplementary handout for an up to date Junior School uniform list.

## COMMUNICATION

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### PARENT PORTAL

Parents have access to the St Dunstan's College web-based Parent Portal and the associated iSAMS Parent App. The College uses these platforms as the primary means of communicating important information to parents such as termly Learning and Attainment Scores, letters about parents' evenings, school trips and events, and other specific information which may require your attention. In addition, they provide quick and easy access to everything you need to know about your child's school life, including attendance records, reward and sanction notifications, timetables, teacher contact information, school news and events, and more.

### WHO TO CONTACT

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"> <li>❖ Junior School office on first day of illness via email <ul style="list-style-type: none"> <li>▪ Form teacher for long-term illness / health issues</li> </ul> </li> </ul>
Minor information issues	<ul style="list-style-type: none"> <li>❖ Junior School Office <ul style="list-style-type: none"> <li>▪ Form Teacher</li> </ul> </li> </ul>
Day to day issues	<ul style="list-style-type: none"> <li>❖ Form Teacher <ul style="list-style-type: none"> <li>▪ Head of Section <ul style="list-style-type: none"> <li>▪ Junior School Deputy Head Pastoral</li> </ul> </li> </ul> </li> </ul>
Taking pupils out of school	<ul style="list-style-type: none"> <li>❖ Form Teacher and Junior School office for medical appointments or anything less than a day <ul style="list-style-type: none"> <li>▪ 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.</li> </ul> </li> </ul>
Progress in a subject area / academic matters	<ul style="list-style-type: none"> <li>❖ Subject Teacher <ul style="list-style-type: none"> <li>▪ Junior School Subject Coordinator <ul style="list-style-type: none"> <li>▪ Junior School Deputy Head Academic</li> </ul> </li> </ul> </li> </ul>
Underlying learning needs	<ul style="list-style-type: none"> <li>❖ Form Teacher <ul style="list-style-type: none"> <li>▪ Head of Inclusion and Enrichment <ul style="list-style-type: none"> <li>▪ Junior School Deputy Head Academic</li> </ul> </li> </ul> </li> </ul>
Trip or activity (including sports' fixtures)	<ul style="list-style-type: none"> <li>❖ Teacher running the activity / teacher in charge of team <ul style="list-style-type: none"> <li>▪ Junior School Deputy Head Pastoral</li> </ul> </li> </ul>
Emotional issues and behaviour (including bullying)	<ul style="list-style-type: none"> <li>❖ Form Teacher <ul style="list-style-type: none"> <li>▪ Head of Section <ul style="list-style-type: none"> <li>▪ Junior School Deputy Head Pastoral</li> </ul> </li> </ul> </li> </ul>
Financial issues (including fees)	<ul style="list-style-type: none"> <li>❖ Finance Department <ul style="list-style-type: none"> <li>▪ Bursar</li> </ul> </li> </ul>
Concern with a member of staff	<ul style="list-style-type: none"> <li>❖ The teacher in the first instance, if appropriate. <ul style="list-style-type: none"> <li>▪ Head of the Junior School</li> </ul> </li> </ul>
Concern with the Head of the Junior School	<ul style="list-style-type: none"> <li>❖ Headmaster <ul style="list-style-type: none"> <li>▪ Chair of Governors (via the Bursar)</li> </ul> </li> </ul>

## **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 tutor of any issues at home (e.g. bereavements, family members in hospital), which might affect your child's wellbeing.

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 the Parent Portal or iSAMS app.

## **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 sent a copy of the College Bulletin each Friday during term time via the Parent Portal or iSAMS app. This contains 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 and current events are publicised via the College Twitter feed.

## **WEBSITE**

[www.stdunstans.org.uk](http://www.stdunstans.org.uk) is the College website and it aims to keep parents informed about current and forthcoming events.

## **ACADEMIC PROCEDURES**

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### **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.

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## **INCLUSION, ENRICHMENT, AND LEARNING SUPPORT**

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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 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 Tutor 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.

### **ENRICHMENT**

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 PROCEDURES**

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### **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.

## PUPIL 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 PROCEDURES

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### THE FORDER PROGRAMME

The Forder Programme is the name given to our co-curriculum at St Dunstan's College. Its name is taken from the pioneering second Headmaster of St Dunstan's, the Revd Forder, who believed passionately that schools should offer more to the education of young people than classroom learning, and who established an additional programme of activities for his pupils, operating on three days after school, often well into the evenings. The Forder Programme today operates alongside the Examined and Additional curricula, to augment the broad and varied educational experience the pupils at St Dunstan's receive. This ambitious, forward-thinking programme gives each individual the freedom to create their own unique journey, with each pathway providing the opportunity for the development of character, in its broadest possible context.

The Forder Programme deliberately enriches the values we champion as a College. Each individual at St Dunstan's is inspired and nurtured to develop the Courage to push themselves out of their comfort zone, as they embrace the challenge of Adventurous Activity, the Creativity to develop their own ideas with the freedom of expression offered by the Performing Arts, the Compassion to understand the world around them and to make a positive contribution to our wider community, the Curiosity to want to discover more through Academic Enrichment, and the Confidence to try, succeed and fail by trying new things. Underpinning all of this is a belief in the importance of the Core, a programme deliberately designed to ensure a healthy body and healthy mind; something we see as essential in today's challenging world.

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.

## **SPECIAL EVENTS**

There are a number of evening and weekend activities that are compulsory for some pupils. These are not numerous in number and are publicised well in advance in the Calendar and through letters home.

All pupils in the Prep School are expected to attend Commemoration Day in the Trinity Term. Prize Giving is a whole College event that takes place on the Saturday of the St Dunstan's Festival held at the end of the Trinity Term. Prize winners and all pupils in Year 6 are expected to attend.

## **ST DUNSTAN'S FESTIVAL**

The College holds an annual Festival at the end of the academic year. The aims of the 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 2020 Festival will be published in due course, and will be made available on the College Website.

## **DRAMA**

The College has a thriving co-curricular programme of drama productions for pupils of all ages and abilities. These range from small scale informal performances to larger year group 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.

## **ADDITIONAL INFORMATION**

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### **CATERING**

Lunch is mandatory for all pupils. Each day we offer three choices of main course, with a vegetarian and vegan option. There is a salad bar with single and composite salads available. We offer fresh-baked 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 and yoghurt with toppings. 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 stir fry station. In the warmer weather we are able to provide a plated salad prepared fresh in front of the pupils throughout the lunch service. Seasonal menus are published on the website.

Parents of pupils who require special diets for medical reasons should discuss this with the Nurse in the first instance.

### **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 before the first day of each term. Charges are raised against late payment.

*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.

#### *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.

## **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. All pupils must 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, including parents, 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.

## **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.

## **DUNSTONIAN ASSOCIATION**

All pupils become members of the 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 DA 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
- P4 - Anti-Bullying
- P5 - Curriculum and Pupil Progression
- P6 – Inclusion and Enrichment
- P7 - Co-curricular
- P8 - Performance Development
- 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