

**DUCKS**

KINDERGARTEN & INFANTS' SCHOOL

## Information for Applicants

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For September 2020 Entry

# Entry to DUCKS

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## Kindergarten

### Age on 1 Sept

**Babies:** 6 months – 18 months

**Toddlers:** 18 months – 2 years

**Ducklings:** 2.0 – 2.11 years

### Assessment

No assessment is made of children entering the Kindergarten. Priority is given to the children of Dulwich College staff and DUCKS siblings; thereafter, places are offered from the waiting lists in date order of registration.

### Number of places available

6 places

18 places

Up to 40 places, either full or part-time. Children must attend a minimum of 3 sessions weekly.

### Visits

Parents wishing to register for a Kindergarten list will be invited to an open morning, these are held by appointment on Wednesdays at 9.30 am.

## Infants' School

### Age on 1 Sept

**Nursery:** 3.0 – 3.11 years

**Reception:** 4.0 – 4.11 years

**Year 1:** 5.0 – 5.11 years

**Year 2:** 6.0 – 6.11 years

### Assessment of learning and development

Children entering DUCKS at 3, 4, 5 and 6+ will have an assessment in the form of a taster session to ensure that their learning to date is at a level from which they can take full advantage of the curriculum offered. Priority is given to the children of Dulwich College staff and DUCKS siblings; thereafter, places are offered in order of registration.

### Number of places available

Typically 5 – 10 places taken from 3+ waiting list

Typically 18 – 25 places taken from 4+ waiting list

Please telephone the Registrar for the latest information

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### Visits

Parents wishing to register for the Infants' School waiting lists will be invited to an Open Morning held on a Saturday during the Michaelmas and Summer terms.

## Kindergarten and Infants' School

### Starting dates

Children generally start in September each year.

### Registration dates

Registration for the Kindergarten and the Infants' School is recommended as early as possible.

### Registration forms

In the Kindergarten we ask that parents visit DUCKS and complete a registration form after their visit, to be returned with a non-refundable registration fee of £100.

### Offers made

Offers are made from December onwards for entry the following September.

# Fees

All fees are quoted per term.

## Academic Year 2020/2021

Kindergarten		5 days	4 days	3 days	2 days	Individual sessions per day
Full Day	8.00 am to 5.00 pm	£5,790	£4,820	£3,615	£2,410	£1,205
School Day	8.45 am to 3.30 pm	£4,630	£3,852	£2,889	£1,926	£963
Mornings	8.45 am to 11.45 am	£2,930	£2,436	£1,827	£1,218	£609
Afternoons	1.30 pm to 5.00 pm	£2,890	£2,404	£1,803	£1,202	£601
<b>Extended School Day:</b>						
Breakfast	8.00 am to 8.45 am	£488	£404	£303	£202	£101
After School Care	3.15 pm to 5.00 pm	£756	£624	£468	£312	£156

Minimum attendance in Kindergarten is three sessions per week and in the Baby Room is three days (six sessions) per week

## Infants' School

### Nursery Class

Full Time (school day) £5,285 including lunch

5 mornings per week £2,930 excluding lunch

Each additional afternoon per session per term £471 including lunch

Minimum fees for Michaelmas term, 5 mornings per week excluding lunch. Additional afternoon sessions are available for Michaelmas term, including lunch, finishing at 3.30pm. Full time for Lent and Summer terms, including lunch, finishing at 3.30pm

### Reception Class, Years 1 and 2

Full Time £5,285 including lunch

### For all Infants' School Year Groups

Before School Care 8.00 am – 8.45 am £505

Clubs £8.00 per booked session

4.30 pm – 5.00 pm £4.00 per booked session

The Governors reserve the right to review fee levels at any time.

Before school care and after school care can be booked on an adhoc basis for an additional charge of £11 per session.

All visitors to DUCKS, including prospective parents, are asked to read our Safeguarding Policy which can be found on the policies page of the DUCKS website.

# Fees

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## Deposit

A non-refundable deposit of £1,850 is payable on acceptance of a place at DUCKS. The deposit will be retained in full until the child leaves, when it is refunded less any balance due.

Children in the Nursery Class (3+) are guaranteed a place in the Reception Class provided that the place is accepted by the end of the Michaelmas term. The deposit will not be refunded if the place in Reception is not taken up and notice has not been given by the end of the Michaelmas term.

If the child is withdrawn after acceptance, deposits are not refundable.

## Termly Fees

Fee accounts are sent out approximately three weeks before the start of each term.

### Payment of Fees

Fees are payable by Direct Debit in full on the day before the first day of term. The College will also accept payment by certain credit/debit cards in full no later than the day before the first day of each term. There is a facility available through a third party credit provider regulated by the Financial Conduct Authority enabling payment by monthly direct debit instalments.

The College does not accept payments in cash. The fee for a child attending DUCKS for any part of a term must be paid for the whole of that term. **The withdrawal of a child requires one full term's notice given in writing to the Head of DUCKS, or one full term's fees in lieu.**

The College reserves the right to suspend a child while fees remain unpaid, by giving the parents not less than 2 days' written notice. Parents who have paid fees late or whose fees are overdue may be asked to pay one term's fees as an additional deposit. If necessary, the College will instruct solicitors to recover unpaid fees with interest and all costs incurred will be recoverable in full.

### Insurance Schemes

All Infants' School pupils are included in a Personal Accident Insurance Scheme which offers cover for permanent disability resulting from an accident. This includes dental injury and emergency dental treatment. In addition parents can opt-in to a Pupils' Absence Insurance Scheme (at their own expense) to cover absence through personal illness or injury. Full details of both schemes will be supplied on entry or are available at any time from the Fees Administrator.

Email: [feesadministrator@dulwich.org.uk](mailto:feesadministrator@dulwich.org.uk)

### Advance Payment of Fees Scheme

The College runs its own scheme for advance payment of school fees. Under this arrangement parents are able to pay a lump sum in advance to purchase credits against future school fees, and receive a discount of the amount of credits purchased. Such sums can be paid prior to entry (once a child has been offered a place), on entry, or at any time during a child's time at DUCKS.

Further details of the scheme are available from:

Mr Nigel Prout  
Director of Finance  
Dulwich College  
London SE21 7LD

Tel: 020 8299 9300  
Email: [proutn@dulwich.org.uk](mailto:proutn@dulwich.org.uk)

### Childcare Vouchers

Childcare vouchers can be used to pay for childcare at DUCKS for all pre-reception classes and for before school care and Beyond the Classroom activities. We accept vouchers from many scheme providers including: Care-4, Computershare, Edenred, Fair Care, Kiddivouchers, Sodexo, Fideliti in addition to Tax-Free Childcare Payments.

# Governors

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The Chairman of Governors of Dulwich College is Rt Hon Peter Riddell. Communications should be sent to:

The Chairman of Governors  
Dulwich College  
London  
SE21 7LD

Please visit the DUCKS website at [www.dulwich.org.uk/ducks](http://www.dulwich.org.uk/ducks) for further information on the College Governors and to view the Terms and Conditions and policies.

# School Hours

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## Kindergarten

The children can attend the Kindergarten for the following sessions;

<b>Full Day</b>	8.00 am to 5.00 pm
<b>School Day</b>	8.45 am to 3.30 pm
<b>Morning Session</b>	8.45 am to 11.45 am

- Before School Care is available from 8.00 am until the School Day begins at 8.45 am.
- After School Care is available to extend a School Day to 5.00 pm.

## Infants' School

**Early Years** The school day begins at 8.55 am and finishes at 3.30 pm. It is usually divided into three sessions, although the specific times of morning break may vary according to timetable commitments.

<b>Drop Off</b>	8.45 am to 8.55 am
<b>Morning Session</b>	8.45 am to 11.45 am
<b>Lunch and Playtime</b>	11.50 am to 1.00 pm
<b>Afternoon Session</b>	1.00 pm to 3.30 pm

**Key Stage 1** The school day begins at 8.55 am and the day finishes at 3.30 pm and it is usually divided into three sessions.

<b>Drop off</b>	8.40 am to 8.55 am
<b>Session One</b>	8.55 am to 10.30 am
<b>Playtime</b>	10.30 am to 11.00 am
<b>Session Two</b>	11.00 am to 12.30 pm
<b>Lunch and playtime</b>	12.30 pm to 1.30 pm
<b>Session Three</b>	1.30 pm to 3.30 pm

- Before School Care is available from 8.00 am. There are limited places available.
- Children can join After School Care to extend the day to 5.00 pm.

## After DUCKS

At DUCKS we aim to work closely with parents in helping identify and choose the most suitable school for each individual child. Many DUCKS children receive several offers at 7+ and DUCKS children have been recognised by their prospective schools as offering a range of academic, sporting and musical talents.

Parents are delighted by the choice of marvellous schools in both Dulwich and the surrounding areas. Every child is clearly different so finding the school that is just right for him or her is of paramount importance to us.

# Contact Details

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## Infants' School

### Head

**Mrs Miranda Norris**

**BEd(Hons), PGCE Leadership and Management, ILMP**

## Kindergarten

### Head

**Miss Sally Donaldson**

**MA in Early Years Ed and NNEB**

For a full staff list please visit [www.dulwich.org.uk/ducks/contacts/infants'-teachers-staff](http://www.dulwich.org.uk/ducks/contacts/infants'-teachers-staff)

For a full staff list please visit [www.dulwich.org.uk/ducks/contact/kindergarten-teachers-staff](http://www.dulwich.org.uk/ducks/contact/kindergarten-teachers-staff)

## DUCKS Administrative Team

### PA to Mrs Miranda Norris

### Miss Emily Lynch

[lynche@dulwich.org.uk](mailto:lynche@dulwich.org.uk)

020 8693 1538

### School Registrar

### Mrs Emma Millett

[millette@dulwich.org.uk](mailto:millette@dulwich.org.uk)

020 8693 1538

### Website Editor

[webmaster@dulwich.org.uk](mailto:webmaster@dulwich.org.uk)

# Location

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### Our address is:

Dulwich College Kindergarten and Infants' School  
87 College Road  
London  
SE21 7HH

Tel: 020 8693 1538

E-mail: [ducks@dulwich.org.uk](mailto:ducks@dulwich.org.uk)

[www.dulwich.org.uk/ducks](http://www.dulwich.org.uk/ducks)

We are a short distance south of the toll gate on College Road. The Kindergarten is the Edwardian building facing the road and the Infants' School is the modern building overlooking the playing fields behind the Kindergarten. There is limited onsite parking for Kindergarten drop off and collection. There is further parking on the road outside DUCKS, with more parking available north of the toll gate and along Grange Lane. Sydenham Hill railway station is 5 minutes walk away.