



The Junior School

Handbook for parents
2023-2024



Artist: Allan Stephens

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Welcome to the Junior School



Welcome to another exciting year at Dulwich College Junior School. This handbook contains the practical information about the expectations and routines of life in the Junior School which we hope you will find very helpful.

It is the aim of the Junior School to make the education of the younger members of the College as inspiring and valuable an experience as possible. We take the pastoral care of each pupil very seriously as we believe that happy, confident pupils will thrive and gain the full benefit from their years at Dulwich. We also seek to establish an excellent home-school partnership to ensure the pupils make the best possible progress in their time with us. Please note that this booklet does not contain our curriculum guidance, as this will be presented in a separate booklet at the start of the new school year in September.

Junior School pupils benefit from being part of a nurturing and purpose-built environment that is appropriate to their age and needs but has the advantage of being part of the College with its outstanding facilities and expertise. The pupils are starting the Dulwich College Senior School journey from 7 years old. Our pupils perform in the Edward Alleyn Theatre, play fixtures against other schools on the extensive playing fields, have experiment-based Science lessons in the Laboratory and swim in our pool. They go to the Music School for their instrumental lessons, have specialist Junior School facilities for Art and DT, and they enjoy significant events such as whole College House events and have Speech Day in the Great Hall.

We very much look forward to working with you during the next year and beyond, to create a stimulating environment where the pupils can accept academic challenges, and enjoy learning about themselves and each other, to become skilled, motivated, interesting and interested people.

A handwritten signature in black ink, appearing to read 'Toby Griffiths', written in a cursive style.

Dr Toby Griffiths
Head of Junior School
June 2023

Junior School staff contact details

Head of Junior School	Dr Toby Griffiths	griffithstga@dulwich.org.uk
Deputy Head Academic	Mr Miki Devitt	devittm@dulwich.org.uk
Deputy Head Pastoral and Operations	Mr Ed Wickstead	wicksteade@dulwich.org.uk
Assistant Head Co-Curricular	Miss Rosie Northcott	northcottr@dulwich.org.uk
3A	Mrs Sarah Austin	austinsm@dulwich.org.uk
3L	Mr Angus Lawson	lawsona@dulwich.org.uk
3R	Miss Sophie Rollins (and Year Group Co-ordinator)	rollins@dulwich.org.uk
4D	Miss Rowan Doherty	dohertyr@dulwich.org.uk
4G	Ms Jayne Gordon	gordonjj@dulwich.org.uk
4W	Mr Paul Wadhams (and Year Group Co-ordinator)	wadhamsp@dulwich.org.uk
5G	Mr Tom Goodrich	goodricht@dulwich.org.uk
5N	Miss Rosie Northcott	northcottr@dulwich.org.uk
5R	Miss Sophie Robinson (and Year Group Co-ordinator)	robinsons@dulwich.org.uk
6D	Ms Rebekah Diamond (and Year Group Co-ordinator)	diamondr@dulwich.org.uk
6J	Mr James Daly	dalyjj@dulwich.org.uk
6R	Mr Richard Oubridge	oubridger@dulwich.org.uk
Learning Support Coordinator	Ms Ronke Olusanya	olusanyar@dulwich.org.uk
JS French Teachers	Mrs Azanlie Norbert Miss Ellie Holroyd	norberta@dulwich.org.uk holroydec@dulwich.org.uk
Head of Junior School Science	Mrs Jocelyn Ratnasabapathy	ratnasabapathyJ@dulwich.org.uk
Head of JS Art and DT	Miss Suzanne Rowe	rowes@dulwich.org.uk
Head of Junior School Music	Miss Jo Wilcox	wilcoxjm@dulwich.org.uk
Head of Junior School Sport	Mr Jimmy Davies	daviesj1@dulwich.org.uk
Junior School Teacher	Ms Joanna Green	greenjl@dulwich.org.uk
Teaching Assistant	Mrs Carly Greenaway	greenawayc@dulwich.org.uk
Teaching Assistant and After School Care	Ms Laura Chelaru	chelarul@dulwich.org.uk
Graduate Assistant Teacher	Miss Caitlin Osborne	TBC
Junior School Librarian	Mrs Hazel Forbes	forbesh@dulwich.org.uk
Head's PA	Mrs Jo Maudsley	maudsleyj@dulwich.org.uk
Junior School Registrar	Mrs Cara Norfolk	norfolkc@dulwich.org.uk
Junior School Receptionist and Secretary	Mrs Catherine Holmes	holmesc@dulwich.org.uk
Junior School Afternoon Receptionist and After School Care	Mrs Wendy Ayling	aylingwk@dulwich.org.uk
School Chaplain	Reverend Tim Buckler	bucklert@dulwich.org.uk
Dancer in Residence	Miss Catherine Ibbotson	ibbotsonc@dulwich.org.uk
Drama Teacher	Mrs Lucy Mackenzie	mackenziel@dulwich.org.uk

SECTION 1: Key information

There are approximately 220 pupils in the Junior School in 12 classes, three per year group from Year 3 to Year 6. Each Form has a Form Teacher, who is responsible for the pastoral care and overall academic progress of the pupils in his or her care. In Year 3, the Form Teacher teaches the Form for almost all subjects, apart from PE and Games or Music, for example. As they progress through the Junior School, pupils will be taught by a number of subject specialist teachers. At all times the expertise of the specialist Junior School teachers is used to the best advantage of the pupils.

A meeting will be held in June to enable new parents to meet their son's Form Teacher before the school year begins. During the first half of the Michaelmas Term, we hold social and curriculum evenings in Year Groups to give all parents the opportunity to meet the Form Teacher informally. Parents are encouraged to contact the Form Teacher whenever they have a concern. As Head of Junior School, Dr Griffiths is always ready to meet parents to share any concerns.

THE SCHOOL DAY: MONDAY – FRIDAY Years 3, 4, 5 and 6	
Pupils should arrive in school during this time	08:00 to 08:25
Registration	08:25 to 08:35
Assembly	08:35 to 08:55
Period 1	08:55 to 09:50
Period 2	09:50 to 10:45
BREAK	10:45 to 11:10
Period 3	11:10 to 12:05
LUNCH	12:05 to 12:35
Period 4	12:40 to 13:35
BREAK / LUNCHTIME CLUBS	13:35 to 14:15
Registration	14:15 to 14:25
Period 5A	14:25 to 14:50
Period 5	14:50 to 15:45
FINISH	15:45
AFTER SCHOOL CLUBS	16:00-18.00

Please note that charges will apply for Homework Club 16:00 – 17:00, Waiting for the Coach After School Care 17:00 – 17.45 and After School Care from 17:00 – 18:00

Pupil absences

Any absences due to sickness or medical appointments should be reported to your son's Form Teacher and Mrs Holmes (junior.school@dulwich.org.uk) as soon as possible. If there are any planned absences from school this must be requested by email to Dr Griffiths; it will be subject to his approval. Please give details of the reasons for this absence and copy in the Form Teacher and Mrs Holmes (as above). The school must log all such absences and pass onto the local authorities where there is persistent unauthorised absence.

Temporary absence of parents

Should parents plan to be away from home during term time, it is important to let your son's Form Teacher and Mrs Holmes (junior.school@dulwich.org.uk) know what arrangements have been made so that we can allay any concerns the pupil may have and have access to new contact details in case of emergency.

Drop off and pick-up arrangements

Pupils should always behave well and dress smartly when travelling to and from school. In the morning, pupils will be supervised outside on the playground from 8:00 am until the bell rings at 8:25 am. Parents should drop off at the school gate (unless your son catches the coach). On days when the pupils have Games, PE, or swimming before lunch, they should come to school in their tracksuits and kit but will need to change back into their uniform (unless they also have a sports fixture or sports club after lunch as well).

Pupils must leave school either in full school uniform or in a school tracksuit. Please ensure your son has a tracksuit with him for all fixtures and if he intends to go home in sports kit. At the end of the school day pupils are dismissed in front of the Junior School. Any pupils who are not collected by 4:00 pm will be taken to the patball courts where they will be taken to Home Learning Club and the charge for this service will be applied. After school clubs end at 5:00 pm in most instances; at this time pupils will be taken to the main entrance to the Junior School where they will be dismissed. Any pupil not collected by 5:10 pm will be taken to After School Care and a charge for this service will be levied. After School Care finishes at 6:00 pm. Any pupil who is not picked up by 6.10 pm will also be subject to an additional charge.

If parents of any Junior School pupils wish them to go home unaccompanied, meet parents at an alternative location, or go home with a friend, your son's Form Teacher and Mrs Holmes (junior.school@dulwich.org.uk) must have an email to this effect.

Travel

Coach Service

Parents who wish their sons to travel to the College by coach are asked to apply to the Foundation Schools' Transport Office as soon as possible <https://www.dulwich.org.uk/foundation-schools-coach-service/contact> . Please note, it may not be possible to accommodate late applications.

Bicycles and scooters

Parents and pupils are strongly encouraged to use sustainable means of travel, such as scooters and bicycles, whenever possible.

If cycling or scooting to or from the College, your son must wear a safety helmet and a reflective outer garment, even when cycling within College grounds. He may not cycle or scoot for recreational purposes with College grounds. There is

a specific compound for Junior School bikes, next to the Junior School astroturf, where pupils should leave their bike or scooter securely locked.

Parents' cars

For safety reasons, parents are not allowed to drive their cars into the College grounds at the Junior School end of the campus. Tollgate Drive, opposite the entrance, is a private road and parents are asked not to park there. Please ensure that all double yellow lines and zigzag lines are respected for the safety of all pupils and please do not leave your car's engine idling when parked.

Security and safety

The gates, pedestrian and vehicular, leading on to Hunts Slip Road, are closed all day. All visitors should use the buzzer and the pedestrian gate will be opened from inside by the Site Officers. On the rare occasion that there is no response, you are advised to use the main entrance on Dulwich Common. Junior School pupils are all told that they are not allowed to open the gate to anyone – even if they know the adult concerned. We are sure that you will appreciate our reasons for this important rule.

Uniform

The Commissariat

The College uniform shop, the Commissariat or "Comm" is situated on the main campus adjacent to the Science Laboratory building. It has been open for the benefit of Dulwich College pupils for over ninety years and offers expert guidance set by the College on the full range of uniform, sportswear and equipment including stationery needed throughout the academic year.

During term time the Comm is open Monday to Friday 8.15 am to 2.00 pm.

School uniform can also be bought online: <https://shop.dulwich.org.uk/store/department/96/UNIFORM>.

All uniform queries should be directed to the.commissariat@dulwich.org.uk or phone on 020 8299 5343 or 020 8299 9222.

Appointments

To ensure that all parents and pupils, (present and new joiners) receive personal attention and appropriate guidance, we run an appointment system for fittings and purchases, throughout the summer break.

Appointments generally begin in July, but if you will be away all summer, please get in touch to arrange an earlier appointment. We strongly urge you all to book an appointment to save having to wait in queues or avoid coming in when we are closed.

To arrange an appointment please text or send a WhatsApp message 07568 230 097 with your name, your son's name, the year group he is joining, along with some desirable dates and times and we will fit you in as best we can.

Uniform list

Uniform	Suggested Qty	Years 3 to 11
DC blazer**	1	All years
DC crested pullover/tank top**	2	All years
Charcoal grey shorts or trousers elastic waist (age 7 to age 13)	3	All years
DC school tie 45"/54"**	2	All years
White shirts	5	All years
Black socks (5 per pack)	5 pairs	All years
School shoes (smart/black)	1 pair	All years
PE, Games and Sports		Year
PE shirt (house colours) **	1	All years
PE shorts**	1	All years
DC PE socks (white)	2 pairs	All years
Trainers	1	All years
Games shirt**	1	All years
Games shorts**	1	All years
House colours socks (black with house colours band)**	1 pair	All years
DC Squad socks (black with blue band) **	2 pairs	All years
Rugby or football boots (moulded studs)	1 pair	All years
DC Tracksuit top**	1 (3 to choose)	All years
DC Tracksuit bottoms**	1 (2 to choose)	All years
Speedo black jammers	1	All years
Goggles	1	All years
Mouth guards (boil and bite)	2 (1 to spare)	All years
Shin pads (for hockey and football)	1	All years

DC H-Viz swim bag**	1	Junior school only
DC H-Viz book bag**	1	Junior school only
DC Rucksack**	1	All years
DC Holdall**	1	Year 7 +

**** Can only be purchased in the Commissariat**

Non-crested uniform can be bought at other retailers as long as it is the correct colours (e.g. white shirts and charcoal grey trousers).

All uniform and sports kit, including the blazer is machine washable at 30 degrees and the majority (not knitwear) will be dry the next morning.

No jewellery, bracelets or wristbands should be worn apart from a watch.

In colder months, plain blue or black hats or scarves are allowed but brightly coloured coats, hats and scarves should not be worn. Coats are encouraged in the winter and should be dark blue or black.

Pupils are to have a pair of black smart school shoes (not trainer type shoes).

EVERY ARTICLE (INCLUDING SHOES, TRAINERS, JACKETS, HATS, SCARVES, GLOVES, SHIN PADS, WATER BOTTLES, PENCIL CASES etc) MUST BE CLEARLY NAMED (IDEALLY WITH SEWN IN WOVEN NAME LABELS FOR CLOTHING). It is ESSENTIAL that EVERYTHING is named so that in the event an item is lost or misplaced it can quickly be reunited with its owner (see Lost Property below).

Please ensure that your son's hair is kept out of his eyes (long hair should be tied back); it should look smart and must not unduly draw attention to itself (e.g., extreme shaving, colour etc.). If you are unclear about any of these rulings, please contact us before your son comes to school.

Equipment for classroom

Eraser	Glue stick
Pencils	Scissors
Pencil sharpener	Colouring pencils
Highlighter pens	Pencil case
Protractor (Years 5 and 6)	Ruler
A blue handwriting pen (from Year 4)	Water bottle

Please ensure that all water bottles and pencil cases are **clearly named**.

Nearly New Shop

The Friends of Dulwich College Nearly New Shop (NNS), located to the left of the Comm, is the perfect place to find uniform basics and spares, from shoes and trainers to blazers, trousers and current sports kit. The NNS is a proper shop, with the stock displayed on rails, and first-time visitors are often surprised at how easy it is to browse and find a bargain.

The benefits of the NNS are trifold for College parents:

1. It is a way to buy items of uniform and kit at a reasonable price.
2. It offers a chance to recycle those outgrown uniform items which clutter up your cupboards/may otherwise go to landfill.
3. It raises money for the Friends of Dulwich College, in particular the grant system.

The opening dates and times for the NNS can be found on the College website:

[The Nearly New Shop - Friends - About - Dulwich College](#)

Please note that the NNS will next be open on Tuesday 27 June from 3.15 - 4.15 pm.

Please note:

- Refunds or exchanges are not possible.
- Donations can be dropped off at the NNS when it is open or put in the box labelled “Nearly New Shop Donations” which is situated outside the Comm.
- Most of the PE and Sports kit available to sell is the old-style Kukri-branded kit. There has been an extension to the deadline for wearing the old-style kit and this can now be worn until the end of the next academic year (Summer Term 2024).
- Stock is made up of items donated and unnamed lost property items which remain unclaimed after four weeks.

Lost property

As stated above, **EVERY** article of clothing (including shoes, trainers, and jackets), water bottles, pencil cases, gloves, hats, sports kit **must** be clearly named so that in the event an item is lost or misplaced it can be reunited with its owner.

If your son misplaces an item, please email Mrs Holmes (junior.school@dulwich.org.uk) and she will do her best to track it down for you but please note if items are not clearly named this will be tricky. Any un-named items will be collected at the end of the week, photographed, and listed in a message to parents which will be cascaded to parents via class WhatsApp groups and can be claimed by emailing Mrs Holmes (junior.school@dulwich.org.uk). Any unclaimed items will be donated to the NNS or disposed of.

School meals

For Junior School pupils, lunch is included in the College fees. The menus are available to view on the parent portal on the College website <https://dulwichcollege.sharepoint.com/Parents/SitePages/Parents-home.aspx> by selecting the green tab "Catering Menus" from the Quick Links section. We would encourage you to spend time with your son discussing the menu to ensure a balanced diet. Teachers also sit with the pupils at lunchtime, helping them to make healthy meal choices and to ensure their table manners are appropriate.

Snacks

Pupils in the Junior School have a busy day and we recommend that they bring a clearly named refillable water bottle and a healthy snack for morning break and a second snack if they are staying late or have a club. Please ensure your sons do not bring sweets, crisps, fizzy drinks, or anything containing nuts into school. There is a fantastic choice of hot and cold, well-balanced meals at lunch time, so no pupil should need to supplement this with sugary snacks. Junior School pupils are not allowed to go to Ned's Cabin to buy sweets or use the vending machines at any time.

Clubs

Co-curricular Clubs

The Junior School offers a rich and varied programme of co-curricular clubs, ensembles, and activities. These take place at lunchtimes and after school. Pupils are encouraged to attend at least two clubs a week and attendance at all sessions is important so that all pupils get the maximum benefit from these activities. We ask that pupils do not attend a club every lunchtime so that they also have time to socialise in the playground. We do our best to accommodate each pupil's request but on occasion, if a club is oversubscribed, they may have to wait until later in the year or make an alternative choice.

Most clubs are led by members of the Junior School teaching staff and are free of charge. However, clubs taught by external providers may incur a cost.

Please note that co-curricular clubs will not run on the first and last weeks of term but After School Care Clubs will run throughout the academic year.

Miss Rosie Northcott (northcottr@dulwich.org.uk) has the responsibility for organising the clubs' programme and any queries concerning arrangements for clubs should be directed to her. Information about clubs for the Michaelmas Term will be circulated in mid-August.

After School Care Clubs

We provide a Home Learning Club (4.00 - 5.00 pm), After School Care whilst waiting for the late coach (5.00 - 5.45 pm) and an After-School Care Club (5.00 - 6.00 pm) each day.

There are additional charges for the After School Care Clubs payable through Wisepay (for more details on Wisepay see the College On-Line section below).

Childcare Vouchers

Childcare vouchers can be used to pay for Home Learning Club and both After School Care Clubs. We accept vouchers from many scheme providers including Care-4, Computershare, Edenred, KiddiVouchers and Sodexo in addition to Government Tax-Free childcare payments. For more details on how this works please contact Mrs Holmes (junior.school@dulwich.org.uk).

SECTION 2: Pastoral

Parent-teacher dialogue

The primary means for home / school communication is via email. Please use the email address of your son's Form Teacher and copy in Mrs Holmes (junior.school@dulwich.org.uk) if you are letting us know about any logistical changes. The teacher's primary role is to teach and look after the pupils so please do not expect an immediate response from teaching staff to emails, but they will get back to you within twenty-four hours. If it is more urgent, please use the Junior School office email address and the admin team will ensure it is actioned more quickly.

In September, there are Curriculum evenings for each Year group. The Curriculum evenings are an excellent opportunity for parents to meet their son's Form Teachers, visit the classrooms and hear about the year ahead.

There are two Parent Teacher Consultation evenings throughout the academic year which will be held virtually using SchoolCloud. However, if you would like to arrange a meeting with your son's teacher outside these times, please email the teacher to find a mutually convenient time to meet. We also propose to use the times for the pupils' class assemblies to invite the parents in to see their classroom and their books.

Houses

On entry to the Junior School, each pupil will be placed in one of eight Houses where he will remain throughout his time at the College. As part of his induction, he will be paired up with an older pupil from his house who will be his 'buddy'.

Each House is looked after by a Housemaster who is a member of staff from the Junior School, and Year 6 pupils act as House Captains and Vice-Captains. Pupils earn House points for good work and effort in the classroom and House Commendations are awarded for particularly impressive effort or achievement in any of the individual House competitions which take place throughout the year. Pupils may also be awarded their House Half Colours or Full Colours for making a significant contribution to their House over a sustained period. House meetings take place approximately every fortnight and, once a term, pupils will attend a whole College House Meeting with pupils from Year 3 to Year 13. This helps to create a strong and cohesive community in which all pupils are known and valued.

A wide range of House competitions are held throughout the year which reflects a spread of cultural and sporting events. This includes Cross Country, Art & DT, Creative Writing, Rugby, Music, Public Speaking, Pancake Racing, Chess, Dance and Photography, as well as many others. We also start each academic year with a House Teambuilding Day, where pupils tackle physical, mental, and practical challenges. This provides the pupils with the opportunity to work co-operatively, to recognise the contribution of others and to utilise their own strengths for the good of their team, which is an invaluable part of the House system.

House

DRAKE (Amber)

GRENVILLE (Green/white)

HOWARD (Light blue)

JOHNSON (Purple)

MARLOWE (Black/white)

RALEIGH (Red/White)

SIDNEY (Red)

SPENSER (Royal blue/white)

Housemaster

Miss Rebekah Diamond

Mr Richard Oubridge

Miss Rosie Northcott

Miss Sophie Rollins

Miss Suzanne Rowe

Mr Tom Goodrich

Mr Paul Wadhams

Miss Rowan Doherty

Core values

Do the right thing

We make safe, sensible choices and use our common sense. We are honest and we stand up for what is right.

Care for others

We look after other people, our community, our school, and the environment. We show respect by being polite, kind and tolerant.

Join in

We all contribute to the school community. We participate actively in lessons and activities, and we lend a helping hand. Everyone's voice is heard.

Strive for excellence

We work hard in lessons and give of our best to all our endeavours. We focus on the progress we have made and the effort we have given.



Rewards and sanctions

We want to reward pupils for their good efforts and attitude. Pupils in all year groups can earn House points both for academic endeavours and good behaviour including modelling the Core Values; these are collected on cards which are 'posted' when they are complete. House points count towards certificates, which are presented by their Housemaster in Assembly. The Head Teacher's Award results in a letter home and gives pupils the opportunity to go to Dr Griffiths' office to show their exceptional work or to discuss their outstanding effort. All pupils can also earn commendations for work. All of these are presented in our Celebration Assembly on Fridays.

When things go awry, pupils may be given a 'warning.' If the warning has not had the desired impact, or if multiple warnings are received in a term, then he may be given a lunchtime detention. If he is involved in a more serious incident, such as bullying another pupil, he may be given an after-school Head's detention and you will receive a letter to this effect from the Head of the Junior School. Any sanctions the pupils receive are communicated with parents.

In exceptional circumstances, for instance if a pupil has physically or verbally abused another pupil or has shown a disregard of our Core Values, he could be suspended from school for a brief time or even excluded permanently. However, our default position is to use rewards and encouragement in considerably greater measure than punishments and sanctions.

The College-wide Code of Conduct and College rules are discussed in detail with the pupils at the beginning of term and shared with parents at the Social and Curriculum Evenings in the Michaelmas Term.

Positions of responsibility

Junior School pupils have the opportunity to take up positions of responsibility in the Junior School; positions include House Captains, Form Captains, 'Buddies', Librarians, Open Morning Guides, Diversity and Inclusion Ambassadors and membership of the School Council or Eco Committee. Also, all Year 6 pupils will be Prefects during the school year for half a term.

Counselling at the College

Counselling is available to all pupils for any emotional or psychological worries and concerns, no matter how big or small. Jo Ray, the Lead Counsellor, will help students connect with support in school and can also help pupils find the right external professional support if needed.

Pupils may attend one session, weekly sessions or ad hoc depending on the support they seek. It always remains their choice to attend, they can end counselling at any time and will always be welcomed back.

Counselling is confidential. This means the counselling team do not talk about the content of sessions with College staff or parents/guardians. As counsellors, they have a duty of care to break confidentiality if they are concerned someone is at risk. These exceptional and rare circumstances will be explained to pupils fully during their first session.

The counselling rooms are on the first floor of the Medical Centre and counselling is available during term time by appointment only. To book an appointment, pupils can email Jo directly rayjo@dulwich.org.uk. Parents and staff may also refer pupils to counselling via email.

Medical care

If a pupil feels unwell, he should tell his teacher in the first instance who will then send him either to Mrs Holmes at Reception or Mrs Maudsley in the office. Both are trained first aiders and will decide about whether he should go to the Medical Centre.

The Richard Penny Medical Centre is open from 8.00 am to 5.30 pm Monday to Friday term time and Saturdays for Senior School sports fixtures. It is staffed by a highly skilled and dedicated health care team supported by the School Medical Officer, Dr Rosemary Leonard.

Primarily, the team provides the triage and treatment of a wide range of minor illnesses, injuries and accidents and coordinates the immunisation programme. Chronic disease such as anaphylaxis, asthma and diabetes are managed under the direction of Dr Rosemary Leonard, School Medical Officer. Occasionally, secondary care is needed at a hospital, an urgent care centre or GP and the necessary arrangements are made with the parents or guardians.

Pupils who are taken ill will be cared for until they are fit enough to return to class, or arrangements are made for them to be collected and taken home.

It is essential for the College to have access to a pupil's medical details in case he is taken ill or is injured at school. Parents are asked to complete the Medical Questionnaire which will be sent out by the Medical Centre and return it promptly. From time to time, the medical staff may need to share information with other College staff, the College doctor, and other medical services to safeguard your son's health and wellbeing and to ensure the appropriate medical care and pastoral support is received.

The Medical Centre staff are always on hand and available to answer any questions or concerns you may have regarding your son's health and wellbeing. We are very much part of the whole school community and take an active role in the pastoral care of all the pupils. If you wish to discuss your son's health needs, please contact the Medical Centre.

Medical Officer: Dr Rosemary Leonard MBE MA MB BChir MRCP

Lead Nurse: Hafsa Adan

Telephone: 020 8299 9269

Email: medicalcentre@dulwich.org.uk

SECTION 3: Academic

Home Learning

All pupils are expected to complete Home Learning daily. This includes daily reading and 30 to 60 minutes of Home Learning, depending on age.

Further details for each year group and a home learning timetable will be shared with you at the beginning of the Michaelmas Term.

Home learning will be set via Microsoft Teams. We therefore need the pupils to have access to a device at home. They will still do much of the work in exercise books, but the details of what home learning has been set and to enable submitting some pieces of work, they will need regular access to a device with a keyboard. We will give them full training in Microsoft Teams when they arrive.

For any queries about this, please contact Form Teachers and copy in Mrs Holmes (junior.school@dulwich.org.uk).

Library

Mrs Forbes is our Junior School Librarian. She works closely with the Junior school staff in resourcing, planning, and delivering the curriculum. The Junior School Library supports the effective learning of pupils by providing opportunities for research, assisting in the development of information handling skills and promoting a vibrant reading culture throughout the Junior School.

The Junior School Library is open every day from 8.30 am - 5.00 pm during term time; pupils use it with scheduled library classes and for borrowing and reading at lunchtime and at break times. Mrs Forbes also runs a book club for every year group and a variety of clubs from Years 3 through 6 including the 'Time Travellers' Book Club' exploring episodes in history outside the curriculum. The clubs encourage reading and discussing specific books to encourage reluctant readers. Pupils can also use the library at lunchtime and break times to play chess, do puzzles or chill out on a beanbag with a new choice from the shelves.

The Junior School Library has a stock of over 8,000 fiction and non-fiction books. The stock is updated regularly to reflect school themed weeks and newly published books. As well as an excellent "Classics Section" of books the library subscribes to 10 age-appropriate magazines and newspapers. Mrs Forbes supports pupils reading development by suggesting books and series that suit their abilities and interests.

Pupils may borrow up to three books at a time, for three weeks. Items may be renewed unless reserved by another pupil. Reminders are sent once an item is overdue. Fines are not charged, but pupils are expected to return resources promptly. If items are permanently lost, you will be charged for their replacement.

Throughout the year the pupils will have a variety of reading challenges to complete, which will encourage a breadth of reading genres, subjects, and authors. Mrs Forbes and the Form Teachers will help with these choices. There are a host of author events throughout the year, an annual Book Week, and age-appropriate reading initiatives.

SECTION 4: Co-curricular activities

PE and Games

Mr Jimmy Davies (Acting Director of Sport) who oversees PE and Games in the Junior School will send out a letter by Dulwich Post at the start of each term giving details of the arrangements for PE and Games for each Year Group for the term ahead. Generally, the rotation for Games is as follows for all year groups:

Term	Games
Michaelmas	Football
Lent	Rugby
Summer	Cricket

Please ensure that **ALL** items of PE and Games kit are clearly named, even checking occasionally during the term, to see if name tags have come off or the writing has become too faded to read. If your son is unable to do Games or PE, please contact his Form Teacher and Mrs Holmes (junior.school@dulwich.org.uk).

If you have any queries or concerns or require clarification regarding any element of Games or PE, please do not hesitate to email Mr Davies (DaviesJ1@dulwich.org.uk).

It may be useful to bookmark the Dulwich Calendar (which can be filtered for Junior School events) and will be updated with details of sports and other fixtures <https://www.dulwichcalendar.org.uk> as the year goes on.

Mouthguards

The College policy is to endorse various sporting governing bodies in their guidance surrounding the use of dental protection. All pupils will require a mouthguard to take part in rugby (from Year 4) and hockey (from Year 3) at the College. Boil and Bite mouthguards are available to purchase from the Commissariat through the year and are perfectly sufficient. In addition, IMPACT Gumshields will visit the College on Thursday 31 August to do a fitting for those pupils who wish to purchase a dental-fit mouthguard. Details on how to book an appointment have been sent by the PE department by Dulwich Post.

Individual Music tuition

The following instruments are taught piano, jazz piano, organ, violin, cello, double-bass, flute, oboe, clarinet, bassoon, horn, trumpet, saxophone, trombone, tuba, euphonium, percussion, and guitar (classical, electric and bass). Individual signing lessons, Alexander Technique, music production/composition and conducting lessons are also available. Theory lessons may be individual or shared. In the latter case the cost will be pro rata.

The fee for individual tuition on any of the above instruments is £232.20 (from September 2023) for 10 weekly lessons of 30 minutes. Music fees are charged in advance by the visiting music teacher who will send parents a termly invoice.

Individual music lessons are normally given during school hours, with pupils missing academic subjects on a rotational basis. Pupils who wish to learn more than one instrument at the College will need to obtain permission from their Form Teacher and be in good academic standing. Teachers are under no obligation to make up lessons missed through a pupil's absence. Lessons will continue until notice is given in writing to the Teacher and copied to music@dulwich.org.uk as per the terms and conditions.

Music Lesson Application Forms can be obtained by emailing music@dulwich.org.uk, or can be picked up from the Music Office. These should be completed and returned to the Music Department as soon as possible. Weekly timetables will be available on pupils' individual SOCS calendars. Written progress reports are sent to parents twice yearly. A pupil who is not making satisfactory progress may be advised to discontinue lessons.

Pupils are encouraged to prepare for the examinations of the Associated Board of the Royal School of Music or Trinity College, London - the examinations being held towards the end of each term (Trinity in the Michaelmas and Summer Terms only). The College will provide an official accompanist who will arrange a single rehearsal before the exam. Additional rehearsals, if required, should be negotiated with the Head of Keyboard and a standard fee will be charged.

All pupils who play an orchestral instrument are strongly encouraged to join one of the Junior School ensembles, Junior Wind Band (for wind and brass instruments) and Purcell Strings (for stringed instruments). Singers may be invited to join the Junior School Madrigal Choir or audition for the College Chapel Choir.

Although the College has several wind and stringed instruments available for hire, it is obviously much to the advantage of the pupil that they should obtain their own instrument as quickly as possible. The period of hiring is normally limited to one year, and parents are required to indemnify the College against damage to or loss of instruments on hire. The hire charge is £50 per term, including the holidays.

Parents are strongly advised to arrange appropriate insurance for their own musical instruments – specialist musical instrument insurance is recommended. Secure rooms are provided in the Music School for instrument storage and pupils should use these at all times.

All enquiries about music lessons should be made to the Music Office (020 8299 9258 or music@dulwich.org.uk)

Outings and excursions

There is a rich and varied programme of school trips and visits to support learning and give the pupils a range of stimulating experiences. We also invite external agencies into school to provide talks and workshops, and these take place throughout the school year. Parents will be sent a letter by Dulwich Post outlining the details of any visit well in advance.

Residential trips

A core part of the Curriculum at the Junior School is our programme of residential trips, which provide pupils with opportunities to develop their resilience, independence, and strengthen their friendships and bonds with their peers. Most importantly, these trips provide great fun for the pupils; they take away memories that will stay with them for the rest of their lives.

In Year 3, the whole year group spend two days and one night at Hindleap Warren, an activity centre in East Sussex.

All pupils in Years 4, 5 and 6 have their residentials at the College's Outdoor Centre, in the heart of the Brecon Beacons in Wales. While at the Outdoor Centre, pupils take part in a carefully planned programme of activities, which builds and develops as the pupils get older.

There will be a meeting with parents in advance of each residential where parents will be given details of the activities, a kit list and have opportunities to ask questions.

Ski trip

There is an annual Junior School ski trip during the first week of the Easter holidays and this is open to pupils in Years 4 to 6 (with priority for pupils in Years 5 and 6). More details of the ski trip and how to apply will be sent out in the Michaelmas Term.

Scouts (25th Camberwell (1st Dulwich College) Group) Chairman Dr N D Black



History

Scouting was introduced to the College in 1929 by the late H V Styler, for many years Head of Mathematics. Leadership has continued to be provided from both within the teaching staff of the College and from Old Alleynians and other volunteer helpers. The Scout section provides Cubs, Scouts and Explorers groups for pupils from Year 4 until pupils leave the College. Departing pupils are encouraged to join the Scout Network, which supports the Group.

Aims

The aim of the Scout Association is to encourage the mental, physical and spiritual development of its members through an enjoyable and adventurous progressive training programme involving outdoor activities, adventure, teamwork and service to the community.

Meetings and Activities

Meetings are held at the Trevor Bailey Sports Ground.

- Scout Troop meets on Fridays from 18:30—20:30 (Year 6-Year 9)
- Cubs meet on Tuesdays from 16:30-18:00 (Years 4 & 5)

We organise frequent weekend activities, which include camping, canoeing, mountain walking, cycling, caving, rock climbing and more. Places are offered on a first come, first serve basis with a waiting list operated if demand exceeds the number of available places. Pupils are welcome in the College Group regardless of whether they have had previous Scouting experience.

Subscriptions

An annual subscription (currently £140.00) is payable to help cover week-to-week running expenses and membership fees to the Scout Association for insurance purposes. Details are sent to parents once a Scout has become a member of the group.

Applications

If your son wishes to join the College Scout Group, you are asked to sign up through the website as soon as possible, www.25thcamberwell.org.uk. Applications can also be made via email to scouts@dulwich.org.uk

SECTION 5: General

The College online

College Websites

The College website contains general information about the College and is accessible without a password. It contains news about College life and sporting and other College events as well as contact details, campus plans, Governors, Dulwich College International, Old Alleynians and more. From the website homepage there are also links to the College's Twitter, Facebook and Instagram accounts.

The College Website: [Home - Dulwich College](#)

The Junior School has its own website which is regularly updated with Junior School news and is also where you can access Term Dates and the College Calendar.

The Junior School Website: <http://www.dulwich.org.uk/juniorschool>

MyDulwich 365

MyDulwich 365 is the College intranet. During their time in the Junior School, pupils will be taught how to use the Microsoft suite sensibly, safely and efficiently for their school and home learning. Pupils are reminded the use of the College computers and network is governed by an Acceptable Use Policy. Acceptance if this is given every time you log onto the College website. The full policy is online at <http://www.dulwich.org.uk/junior-school/policies>. All pupils are issued with an email account on joining the College and this should be checked regularly.

MyDulwich 365: <http://dulwichcollege.sharepoint.com>

The Parent Portal can be found on MyDulwich 365. Parents will be given a username and password when their son joins the College.

Dulwich Post

Dulwich Post is the College's email communications system for parents. Messages are sent by email or text message and where practicable at 5:00 pm on a Friday evening. Messages may have an attached document or an electronic response form to fill out. Parents have a personal online mailbox where past messages are stored. Parents can access Dulwich Post by logging into the system using a personal password.

Dulwich Post: <https://post.dulwich.org.uk/login>

Newsletter

Dr Griffiths sends a weekly newsletter to all parents of Junior School children on a Friday evening via a separate Dulwich Post. We would encourage you to take the time over the weekend to read the newsletter. It is an excellent way of engaging with your son's life at the Junior School as it includes photos and videos of learning from each year group and includes helpful reminders of dates for your diary. Parents and pupils are asked **NOT** to copy any of these Dulwich College photographs or videos for sharing on their or others' social media and other communications channels (for example, emails) without the permission of every parent whose son appears in the photograph or film.

Wisepay

Wisepay is the College's secure on-line payment system for parents to make payments for items such trips and expeditions, author visit books and for booking and paying for Home Learning Club and the After School Care Clubs.

Parents will be sent more information about Wisepay at the start of the school year. If you would like to book your son into Home Learning Club or either of the After School Care Clubs for the first week of term (prior to the Wisepay information being sent out) please email Mrs Holmes (junior.school@dulwich.org.uk) copying in your son's Form Teacher and she will make the booking for you manually.

The Wisepay app can be useful for parents who frequently need to book Home Learning Club or the After School Care Clubs. The Dulwich College organisation code for using the app is 97895847.

SOCS

SOCS is the online platform used by the College to communicate information regarding co-curricular activities, sports fixtures and the College calendar. This can be accessed by both parents and pupils when your son joins the College. More details on how to access SOCS will be sent out at the beginning of the Michaelmas Term.

Founder's Day

Each year, the College celebrates the life and spirit of Edward Alleyn, who founded the original College of God's Gift in 1619. Founder's Day falls on the last Saturday of the Summer Term and the College runs a celebratory concert to mark the occasion. The concert takes place on a covered stage, against the beautiful main façade; the picturesque Front Lanes are filled with an audience of up to 3,000 people with picnics and hampers. The evening features pupils from across the College's age range creating entertainment for our College community.

In the week preceding Founder's Day, Junior School pupils take part in the whole College House singing competition, the whole College Service Day, and the Junior School Speech Day.

More details, including information on how to book tickets, will be sent to parents in the Summer Term.

Saturday commitments

Saturday attendance is rare, however all of the pupils in Years 5 and 6, and some Year 4s, are asked to perform duties for the Junior School such as being Tour Guides at the Open Morning on **Saturday 23 September 2023**. The pupils' assistance is always appreciated, and they gain invaluable experience in showing prospective parents around the school and consider it an honour to represent the College.

In addition, there may also be play rehearsals and/or a performance on Saturdays for the Year 6 production. Please ensure that these dates are noted in your diary when checking the College's online calendar or when reading about forthcoming events in the weekly newsletter.

Pupils may also be involved in a wonderful evening of celebration for the Founder's Concert, at the end of the Summer Term on **Saturday 29 June**. Please keep this date free.

In the Junior School, very few school sporting activities take place on Saturdays. However, the College is justly proud of its outstanding record of sporting activities and, should your son be selected for a Saturday fixture or tournament, we ask for your co-operation in ensuring he attends.

A warm welcome from the Friends of Dulwich College

As your son/s join the student body of Dulwich College, you will automatically become a member of the Friends of Dulwich College (FDC), so we wanted to take this opportunity to let you know what the FDC does and how to get involved.

The FDC has two key objectives: to bring the College Community together through a number of social and fundraising events and to benefit current and future Alleynians and local charities.

The FDC organises various social events throughout the year including the International Evening in September, the Junior and Senior School Quiz nights in February and March, pupil/s socials and many informal parent get-togethers.

We also run the College Nearly New Shop and two major fundraising events; typically, there is a Dulwich College Christmas Fair held on the last Sunday in November, and a summer event in May. The majority of our fundraising supports projects designed to enhance the curriculum and further the opportunities available for the pupils, now and in the future. The FDC supports the Grant System and many other initiatives which enhance the pupils' experience and help provide huge opportunities and benefits for many.

Our activities and events are designed to enable those who want to help out and get involved. We are always looking for volunteers, and there are many different ways you can do this. You might wish to join the Committee, be a Class Rep or Year Group Coordinator, be involved in the organisation of events or to just spend a few hours helping out. Every little bit helps!

So that we can keep you up to date with FDC initiatives through our Class Rep cascade system and communications, please ensure you sign up to the Parent-to-Parent contact lists the College will invite you to join in due course.

More information on the FDC and the events they run can be found on the College website: [Friends of Dulwich College - About - Dulwich College](#).

FDC New Parents Welcome Coffee Morning

Please join Robyn Asher and Mandy Dillon (the FDC co-chairs) for the first FDC event of the year, the new Junior School parents' welcome coffee morning on **Monday 4 September at 8.30 -10.00 am (or from 9.00 am for Year 3 parents)** in the Salle (top floor of the cricket Pavilion on the main campus - please see the map at the end of this booklet or [Campus - About - Dulwich College](#)), to meet other parents and hear more about the FDC.

School fees

From September 2023 the tuition fee is £8,231 per term. Fees are due and are payable in full on the day before the first day of term in one of the following ways:

- (a) by termly Direct Debit in one full instalment on the day before the first day of term for all parents with a UK bank account;
- (b) by bank transfer to the Fees bank account in full on the day before the first day of term for all parents who do not have an account in a bank or building society within the UK;
- (c) there is a facility available through a third-party credit provider, regulated by the Financial Conduct Authority, to enable fee payment by monthly direct debit.

Termly Fee payments received after the due date will incur a 1% late payment surcharge, billed one term in arrears. The College reserves the right to suspend a pupil while fees remain unpaid, by giving the parents no less than 2 days' written notice.

The fee for a pupil attending the College for any part of a term must be paid for the whole of that term. The withdrawal of a pupil requires one full term's notice, given in writing to the Master, or payment of one full term's fees in lieu of notice.

Advance payment of fees

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 tuition fees, and receive a discount on the amount of credits purchased. Such sums can be paid prior to entry (once a pupil has been offered a place), on entry, or at any time during a pupil's career at the College.

Further details of the scheme are available from Byron Hoo, Chief Financial Officer (HooBK@dulwich.org.uk).

Insurance schemes

All 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 – (feesadministrator@dulwich.org.uk).

Insurance of personal property

Parents should note that the Governors cannot accept liability for pupils' personal property while at the College. Householders' personal insurance policies are usually extendable to cover property in a school or 'second residence.' Parents are therefore asked to check that their own policy gives adequate cover for whatever possessions their son(s) may have at the College at any time.

Mobile phones

Mobile phones and headphones are not allowed to be out anywhere on campus from when pupils arrive to when they leave school. We discourage pupils from bringing mobile phones to school as we do not want Junior School pupils to have the anxiety of looking after their personal devices. However, we do encourage it for those travelling to school on the coach or independently. If you decide you would like your son to bring a mobile phone to school then it must be clearly named and signed in and placed in the box at Reception upon arrival in the Junior School building, first thing in the morning, and checked out at the end of the school day. signed in and placed in the box at Reception upon arrival in the Junior School building, first thing in the morning, and checked out at the end of the school day.

Smart watches are allowed to be worn in school, but any phone calling or messaging functions must be disabled during the school day (this can be done in the watch settings).

If any pupil wishes to use his mobile phone (e.g. to call about logistical arrangements) then that can only happen with the permission of a member of staff. The ideal place to do this is in the Office or at Reception. Any pupil seen with their mobile phone or headphones out around campus will be subject to a sanction.

Money

Pupils should not bring money to school except on charity days.

Term dates

MICHAELMAS 2023

Tuesday 29 August	New Staff Induction
Wednesday 30 August	New Staff Induction
Thursday 31 August	Staff INSET
Friday 1 September	Induction for Years 7, 9 and Remove (Year 12)
Monday 4 September	Term begins (FDC Welcome Coffee Morning in the Salle from 8.30 am)
Saturday 23 September	Junior School Open Morning (Year 5, 6 and some Year 4 to attend)
Tuesday 10 October	Harvest Thanksgiving Service (parents welcome)
HALF TERM – Saturday 21 October to Sunday 5 November	
Friday 15 December	End of Term at 12 noon
Thursday 7 December	Year 7 Entrance Examinations

LENT 2024

Tuesday 9 January	Staff INSET
Wednesday 10 January	Term begins
HALF TERM – Saturday 10 February to Sunday 18 February	
Thursday 28 March	End of Term at 12 noon

SUMMER 2024

Monday 22 April	Staff INSET
Tuesday 23 April	Term begins
Monday 6 May	Bank Holiday
HALF TERM – Saturday 25 May to Sunday 2 June	
Friday 28 June	Junior School Speech Day
Saturday 29 June	Founder's Day
Thursday 4 July	End of Term at 12 noon

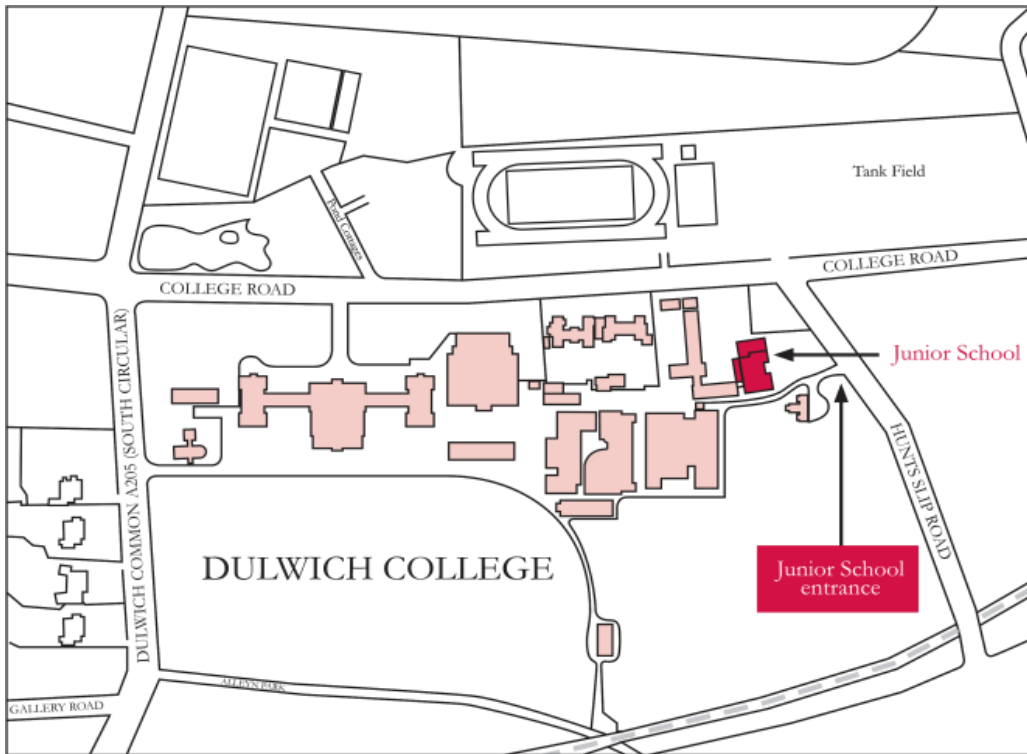
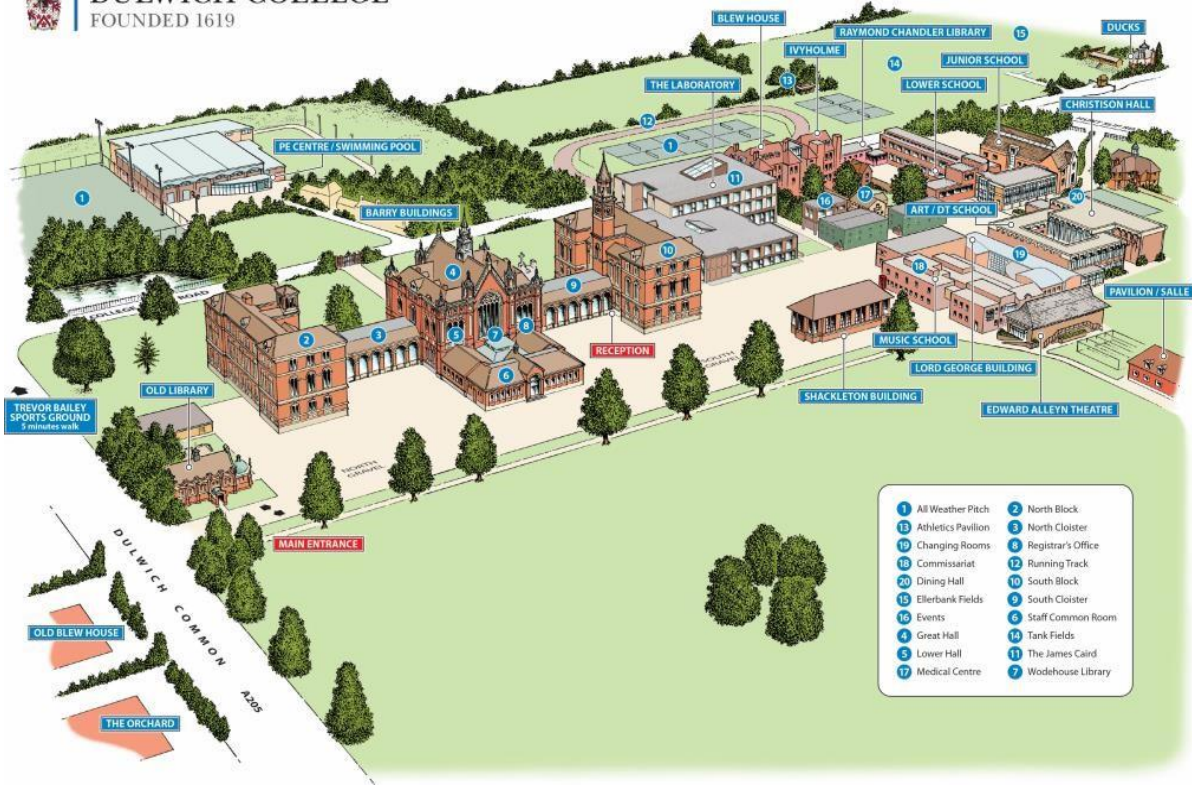
The calendar is available on the College website (<https://www.dulwichcalendar.org.uk/>). Term dates are already published (see above) and are also available on the website (<https://www.dulwich.org.uk/junior-school/term-dates>). Please make a careful note of these dates, so that you will not need to ask for permission for your son to be absent during term time.

The final day of term includes an assembly, which is an important reflection of the College as a community. Pupils should not leave school early.

All pupils in Years 5 and 6 are required to attend the Junior School open morning in the Michaelmas Term.



DULWICH COLLEGE
FOUNDED 1619



DULWICH COLLEGE
Dulwich Common, London, SE21 7LD
Telephone: 020 8299 9248 Fax: 020 8299 9248
Email: junior.school@dulwich.org.uk Web: www.dulwich.org.uk
Registered Charity No 1150064