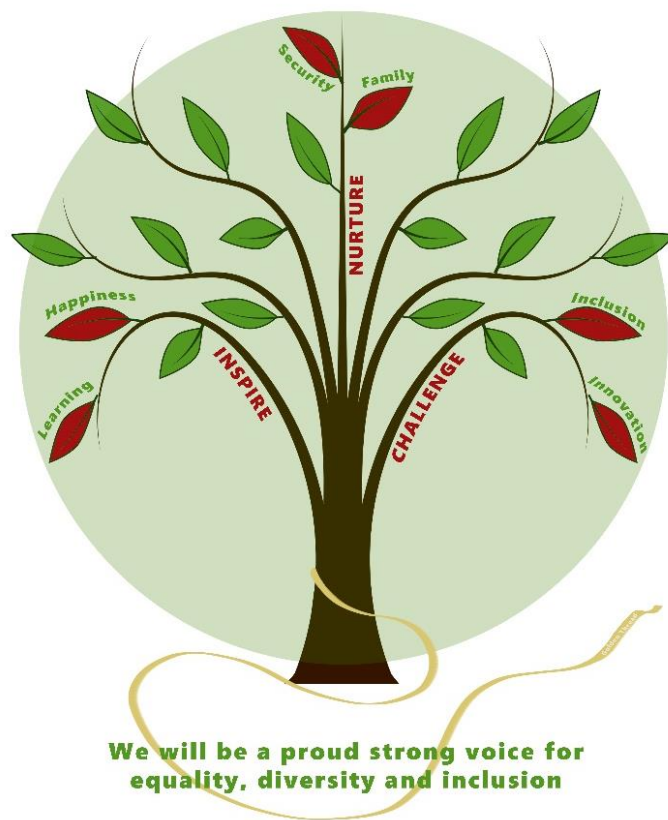


# Dormansland Primary School



## School Handbook

# We are delighted to welcome you to Dormansland Primary School.

Dormansland Primary School  
Clinton Hill  
Dormansland  
Surrey  
RH7 6PE

The school website is: [www.dormansland.surrey.sch.uk](http://www.dormansland.surrey.sch.uk)

The school email address is: [info@dormansland.surrey.sch.uk](mailto:info@dormansland.surrey.sch.uk)

The school telephone number is: 01342 832359

Please read this handbook carefully and keep it for future reference.

## *Inspire Nurture Challenge*

### **Vision**

*Our vision is to develop well-rounded, confident and responsible individuals who are inspired to achieve their full potential. We will do this by providing a nurturing, happy, safe, and supportive, challenging learning environment in which everyone is equal and all achievements are celebrated.*

## Welcome to our School

Dormansland School takes pride in its wonderful community joined together by our shared values, we celebrate what makes us unique and learn from one another. Our motto is 'Inspire, Nurture, Challenge' and our school values are linked directly to this: Happiness, Security, Inclusion, Family, Innovation, Learning.

Within our positive learning culture, we strive to equip our children for today's modern ever-changing world, to meet and overcome any challenges they may face so that they can become happy, healthy, well balanced young people ready for their next stage in education.

We believe education is a partnership between home and school and we place a great deal of emphasis on our partnership with parents. We believe that children learn best when home and school work together for their benefit.

Children coming into the school bring a wealth of knowledge and understanding about the world around them. It is our aim to build on these skills and promote a willingness and enthusiasm to learn more.

As a prospective parent, you are encouraged to visit the school as soon as you can. You will receive a warm welcome and we would be happy to share our school with you and your child(ren).

Please do contact us if you have any further questions or require clarification over any of the details on the following pages.

With best wishes,

Mr Mark Cook and Mrs Faye Davies

Co-Headteachers

## Aims

To realise our vision, Dormansland Primary School will provide an inclusive, safe environment and a rich inspiring and fluid curriculum which:

- 🌱 Teaches the knowledge and skills that enable the children to be confident, successful learners particularly in reading, writing and mathematics.
- 🌱 Teaches children to be creative thinkers: who use reasoning and are imaginative, curious, observant, investigative, co-operative, adventurous and determined.
- 🌱 Facilitates opportunities for children to become effective communicators through speaking, listening, writing, debating, negotiating and computing.
- 🌱 Teaches the children computing skills so that every child has the ability to safely use technology to learn and adapt in their ever changing world.
- 🌱 Teaches children to recognise their own and others' strengths and consequently take ownership and responsibility for their own learning through becoming resilient, resourceful and reflective valuing reciprocity.
- 🌱 Teaches children to be emotionally literate by promoting core values of respect, responsibility, honesty, patience and kindness which will enable them to be good citizens who are able to deal with all life's challenges and make educated choices for their own health, safety and well-being.
- 🌱 Promote partnership with the community that respects diversity and where children become active and caring members of the wider community.



### **Induction for new children**

We understand starting school can be an emotional time for you, as well as your child, so we aim to make the transition into school as smooth as possible. During the lead up to your child's start with us, we will contact you about times when we can meet to discuss their Reception year. It is our aim that transition from the Nursery to Reception and then into Year 1 will be as seamless as possible. Once your child has been allocated a place you will receive a letter confirming this and what to expect next. You will be invited to an induction meeting where you will also receive an induction pack with all the relevant information and documents. Reception children will be invited to transition sessions where they can spend time in their new class and meet their new class friends.

### **Older children transferring from other schools**

If you are moving into the area, or intending to transfer your child to Dormansland School for another reason, you will already have contacted us and hopefully discussed your intentions with your child's present school. We invite all new parents to look around the school and if you wish to have an induction meeting with a member of our Senior Leadership Team and our Home School Liaison Worker prior to a child starting for all new in-year transfers.

### **Safeguarding**

Dormansland Primary School is committed to safeguarding and takes its responsibilities for the welfare of all children seriously. We expect all staff and volunteers to share this commitment. Mrs Davies, Mr Cook, Mrs Lochhead and Mrs Higginson are the named Designated Safeguarding staff for Dormansland Primary School.

The staff and Governing Body take seriously their responsibilities to safeguard and promote the welfare of children, and to work together with other agencies to identify, assess and support those children who are suffering harm.

All staff participate in a wide range of training in child protection awareness, to ensure that they are able to identify issues and know how to respond. Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that any concerns about pupils are discussed with parents first, unless we have reason to believe that such a move would be contrary to the pupil's welfare. Please see the school's Child Protection Policy for more information. (Safeguarding policy)

## Behaviour

We have high standards for behaviour with a focus on positive behaviour reinforcement and expect all pupils to behave in a positive and responsible manner, not just in school but also in the wider community.

**The Golden Thread of choice** runs through our whole school community.

We expect children to be polite and courteous to each other, to adults in the school and to visitors and we promote an ethos in which children look after and respect each other. The school values self-discipline and we encourage children to think carefully about the consequences of their actions.

## Restorative Justice

We use a Restorative Approach to behaviour and learning. The reality is that some children may experience difficulty with their behaviour at some point. For the vast majority, this will be temporary and is likely to involve difficulties with friendship groups, or adjusting to new situations at home or in school. For others, difficulties may be ongoing and require further support. We recognise that all behaviour is a form of communication and our job, working with parents, is to not only minimise any impact of that behaviour on others, but also to work towards a resolution and, where possible, understand the cause. Again, in the majority of cases this will be achieved through our Positive Relationships Policy.

A Restorative Approach brings those harmed by conflict, and those responsible for the harm, into communication enabling everyone affected by a particular incident to play a part in repairing the harm and finding a positive way forward.

Restorative Approaches are based on the following:

- 🌱 Respect - for everyone by listening to other opinions
- 🌱 Responsibility - taking responsibility for your own actions
- 🌱 Repair - develop skills within our school community so children and adults have the resources to identify solutions that repair wrong doings and make sure behaviours are not repeated
- 🌱 Re-integration - working through a structured, supportive process that aims to solve the problem

We have a clear and structured system for dealing with misbehaviour if it occurs. Children will be reminded about the choices they made, and there will be

consequences if behaviour does not improve. This may involve sanctions such as missing playtimes, being seen by senior staff, and in some cases parents being asked to come into school to discuss the situation with the Head Teacher, SENCO and / or class teacher. Please always remember we can only discuss your own child.

## **Bullying**

Bullying in any form is unacceptable and is dealt with in line with the school's Behaviour Policy. Parents, carers and children can feel confident that incidents of bullying will be dealt with promptly and fairly. All cultures and backgrounds are treated with equal respect. Persistent bullying is very rare; however, children can find themselves in situations where, sometimes with others, they behave badly towards others and are not always aware of the consequences of their actions. For this reason, we avoid and discourage the use of the word 'bully', as that can easily become a label which gets stuck with a child. We do not, however, shy away from using the word 'bullying' to describe behaviour: this is a very powerful word that sends a clear message about unacceptable behaviour.

If you have any concerns please see a member of staff immediately. We remind children regularly of their right to be treated kindly and fairly by others, and we encourage them to speak out and find an adult if anyone is behaving towards them in a way they don't like. In practice – especially if this is an ongoing situation – children may be reluctant to speak to someone in school or may be unsure what to do. Therefore, do not hesitate to raise any potential issues with staff.

## **A Love of Learning! Creative Curriculum**

We teach our children how to learn through raising awareness of the learning process, encouraging them to evaluate their attitudes, strengths and areas for development. We want our children to become self-reliant, independent learners.

Our creative curriculum is designed to be broad and balanced, challenging and stimulating with opportunities to promote excellent social relationships. Purposeful cross-curricular links encourage children to apply skills, knowledge and understanding between areas of learning. Carefully planned themes and exciting topics help bring the children's learning to life and give it purpose



too! Staff work collaboratively to ensure continuity and progression. Children are actively encouraged to pursue their own ideas e.g. utilising technology to develop skills and become independent learners.

Above all we consider Reading, Writing and Maths to be of prime importance. We need to be able to communicate effectively through the written and spoken word in school, at home and in the wider world. We value opportunities for talk in all areas of learning as this reinforces thought processes, writing strategies and develops a substantive vocabulary. We follow the Bug Club Program for Phonics. Mathematics plays an important part in our lives and we aim to prepare children for future economic wellbeing. Our maths curriculum is based on White Rose Mathematics, with the aim to develop a culture of deep understanding, confidence and competence – a culture that produces strong, secure learning and real progress.

### Performing Arts



We know that drama, dance and music develop high self-esteem and confidence in our children. They develop the creative side of their personality and improve their interpersonal skills. Children are able to learn an instrument, take part in our school choir and share their musical skills in our celebration assemblies. We are very fortunate to have an experienced Music Co-ordinator who supports staff in organising musical extravaganzas throughout the year, culminating in our year 5 and 6 show.

### Sports

We offer an excellent range of sporting activities both in the curriculum and out of school hours. Children are able to take part in interschool sporting competitions, where they display their skills in teamwork and sportsmanship. They appreciate that physical activity complements effort and achievement. All children will attend swimming sessions in year 3.



## Learning Beyond the Classroom



This can provide learning opportunities impossible to experience within the confines of the classroom. At Dormansland we very much value first hand learning experiences. We have a school garden which is maintained by our school community. Children can use it at break and lunchtimes if they want a quiet areas, as well as groups of children utilising it for learning opportunities across the curriculum. We are extremely fortunate to have a strong relationship with Ashdown Forest, this provides opportunities to explore nature throughout the seasons as well as being a perfect place for outdoor problem solving, the building of resilience and of course social skills.

## Homework

The school promotes a balanced approach to homework and encourages parents to support children through weekly homework. The expectations for homework increase as children progress through the school.

All children are expected to read at home each day, either with adults or independently, with a weekly record kept in a home/school reading diary.

## Learning Beyond the Curriculum

### Extra-Curricular Activities

At Dormansland Primary School, we have a dedicated staff with a wide range of interests and expertise. We consequently offer a variety of clubs. School clubs are complemented by those run by external providers. For all clubs charges vary.

Club details are distributed each term. Should your child not be able to attend the planned session please inform the school. Some Clubs run during lunch break.

As with everything involving our school, behaviour standards and expectations are maintained. A child could forfeit their place if behaviour/club attendance is an issue.

## School Visits

We adopt the Surrey Policy regarding charges for school activities. No child will be excluded on the grounds of non-payment, however, the usual procedure is:

- a) to share the proposed visit/activity with parents and carers
- b) to seek voluntary contribution towards the cost of the visit/activity
- c) to decide whether the activity is financially viable
- d) modify learning activities if necessary

## Residential trips

These have many benefits, including building resilience, developing independence and of course provide the opportunity to have fun and bond as a year group! Residential visits have included overnight stays, varying in length beginning in Year 4.

## Pastoral Care and Well-Being

### Inclusion

Your child's potential is their most precious resource and we recognise that we have a responsibility to help them fulfil this whenever we are able. We believe all children are entitled to the best education possible and should be given the opportunity to be included in the wide variety of learning activities in order to thrive.

Although we appreciate different learning styles and interests we value and promote a **Growth Mindset**. Our children appreciate that our brains can 'grow' and although we may not find something easy at first, with practice we can learn and develop our skills. Instead of:

*'I can't do that'* (closed mindset), we want: *'I can't do that...yet!'* (growth mindset). Our aim is to develop our children's understanding of The Learning Pit and how to dig their way out.

Where necessary, the class teacher, our Inclusion Leader or other specialists will devise a coordinated, differentiated, programme for the child and further monitoring may be needed. The school follows the Code of Practice for SEN and in conjunction with the Local Authority seeks to provide the best support for the child.

## Mental Health/Wellbeing

Happy children who feel safe and recognised learn best. Our PHSCE curriculum develops an awareness of mental health and Wellbeing as well as exploiting incidental opportunities. We have a consistent approach to well-being and discuss our feelings throughout the day, utilising the tool; Zones of regulation and Time To talk: this is a quiet place children can access at lunchtime.

## Emotional Literacy Support Assistant (ELSA)

Our team are trained to provide emotional and social skills support; promoting the emotional wellbeing of children led by our trained staff. Occasionally a teacher may recommend a child for emotional support, having perhaps had to face a challenging experience, such as the death of a family pet. If you feel your child may benefit from this short term support, then please alert the class teacher. Children may also be identified as benefiting from catching up with a member of the team in a more informal daily or weekly basis.



## Time To Talk

Our qualified team offer a 'drop in' session at lunchtimes in the Aquarium, for children to maintain a connection to our ELSA support team as and when it is needed.

## Charities

Our children are our citizens of the future. We aim for them to be aware of charitable organisations and to experience charitable deeds. We also encourage the children to be discerning as they help us to select charities for the year, led by our School Council.

We also support:

- 🌿 Poppy Day -
- 🌿 Sports Relief/Red Nose Day
- 🌿 Children in Need
- 🌿 Harvest

## Our School Day:

7.45	Morning Sports Club opens
8.40	Gates open – Parents say goodbye to children at the gate and children go straight into classroom
8.50	Registration. If you arrive after 8.50 your child must be signed in at the office.
10.30 - 11.00	Assembly and playtime
12.15 – 1.20	EYFS and Key Stage 1 lunch
12.30 – 1.20	Key Stage 2 lunch
3.15	School ends – gates open at 3.10, children are collected from the playground. Responsibility is handed over to the parent or responsible adult once you have been identified and the child has been given permission to leave.
3.15	Amigos after-school club starts
6.00	Amigos after-school club ends 5pm Fridays

### The school gates open at 8.40am and closes at 8.50am

Children are welcomed to class by their teachers for early morning activities. This is an important part of the day for all children. In EYFS and Key Stage 1, Reading Diaries are checked and any notes and/or money are collected at this time.

### Collective Worship

We have a huge variety of gatherings; from class to whole school! This meets the requirement for daily worship; opportunities for personal and social development are also exploited and we focus on our values.

There are also **class assemblies** throughout the year where parents are invited to celebrate their child's recent learning and achievements. Dates of class assemblies are advertised in the Newsletter and on the website.

### Break time

Children have a morning break. Children go outside whenever possible and therefore suitable hooded, warm coats are required.

## Lunch time

Children are supported by our staff who know the children well. We also have a team of trained older children who act as 'buddies' to the younger children, who run a wide range of activities.

Good table manners, respect and courtesy are expected throughout the school including break times.

## School Dinner

Our meals are provided by Olive Dining and are paid for via Scopay online account. A letter will be sent to you in due course with details of how to set this up. Reception and KS1 children are all eligible to have a school lunch provided.

On-line accounts MUST be in credit on the day the child requests a lunch as they are cooked to order. If your child has special dietary needs the catering staff will cater for them accordingly. To ensure a balanced diet, children are encouraged to eat at least half of everything offered for their school meal.

## Packed lunch

We assume your child's packed lunch will contain the quantity of food you consider appropriate, please do not pack too much or include things they do not like. Opportunities to eat outside are optional and weather dependant for the older children. Packed lunches should provide a balanced, healthy diet.

- 🌿 sweets and chocolate bars are not allowed
- 🌿 fizzy drinks, cans and glass bottles are not allowed
- 🌿 **we are a nut free zone as some staff and children have very serious allergies.** This includes humus, satay sauces and dressings, some snack pots, cereal bars and chocolate spreads

## Snacks

Children in Reception and Key Stage 1 receive free fruit at morning play. Children in Key Stage 2 are welcome to bring fruit, rice cakes or breadsticks from home.

**No other snacks are allowed.**

## Water Bottles

Children are encouraged to bring a water bottle to school, which can be replenished from the water fountains.

## Free School Meals / Pupil Premium

If you think your child may be entitled to Free School Meals or has a special dietary requirement please complete the relevant forms or speak to the Office Team. Eligibility releases funds from the Government for the school.

**The school provides additional support for these pupils including discounted residential trips and a uniform bundle each year.**

## Ending the day

**The school gates open at 3.10am and close at 3.30pm.**

- 🌳 At 3.15pm children are escorted outside to be collected by their parent / carer. This is an ideal opportunity to catch up with your child's teacher.
- 🌳 Year 5 and 6 may be given parental permission to walk home unaccompanied.
- 🌳 Please ring 01343 832359 by 3.05pm if collection is delayed due to an emergency.

Parents/carers are requested to keep all children in their care under close supervision. Use of the Trim Trail, climbing frames in the main or Reception Playgrounds and ball games are not allowed after school.

## Before and After School Clubs

Childcare before and after school is provided onsite by Premier Sport before school and in-house after school. Premier Sport staff work closely with the school.

- 🏆 Morning Club: 7.45am – 8.40am
- 🏆 After-school Club: 3.15pm – 6pm Monday-Thursday 3.15pm-5pm Friday

For more information, contact the school office.

## Parking

We encourage children to 'Think Green' and walk, cycle or scoot to school. The school car park is for staff and visitors only. Parking is limited around Dormansland, we ask that parents are considerate and do not park illegally or across our neighbours' driveways, even if it's 'just for a few minutes'.

Parents are requested to comply with the requirements of the Highway Code and observe courtesy to local residents.

### Attendance

The Governing Body's views are that absence during term time is disruptive and detrimental to children's education. A child who has attendance below 90% are persistently absent and children with attendance below 50% are severely absent, both of these are concerning. Attendance is monitored fortnightly on an individual basis as we understand that there are circumstances which can impact attendance such as long term medical conditions or bereavement for example. However, we do and we will address attendance patterns of concern with letters of concern, invite parents/carers to attendance meetings, make referrals to Surrey County Council Inclusion Service for additional support which may include the issuing of Fixed Penalty Notices in some circumstances.

### Punctuality /Lateness

Punctuality is crucial. Lateness into school causes disruption to both the individual's learning and to that of the other children in the class.

Children arrive at 8.40am and registration takes place at 8.50. Children who arrive after the register has closed at 9.15am will be recorded as late to school. After 9.30am, lateness is recorded as an **unauthorised absence**. It is the responsibility of the parents/carers to ensure they attend school and on time.

Persistent lateness will be addressed by the school in the first instance and may be referred to the Education Welfare Officer and can be subject to prosecution by the Local Authority.

### Absence and Illness

Any absence is detrimental to the learning of your child. This cannot be stressed enough. However sometimes this is unavoidable. Any absence not covered by a reason which meets guidelines is also considered as 'unauthorised'.

Education Welfare monitor attendance and punctuality and individual records of unauthorised/ authorised absences must be kept for each child.

**If your child is unwell please telephone by 9.00am on the first day of absence.**

Under Government regulations any absence not covered by a written note, telephone conversation or personal visit is automatically 'unauthorised'.

If your child has vomited or experienced diarrhoea your child must remain off school for 48 hours after the last episode.

If your child is well enough to be at school they are expected to go outside at break and participate in all aspects of the curriculum, including PE.

If, however, a long term medical condition occurs, such as broken bones, please contact us and we will make appropriate arrangements with you.

### **Requests for leave of absence during term time**

To request an absence in term-time an Application for Leave of Absence in Exceptional Circumstances Form must, wherever possible, be completed at least one month prior to the leave date. This can be obtained from the School Office. The Head Teacher will then decide whether or not to authorise the absence requested. Each request will be considered separately and a decision made based on the reasons for each request.

Please note: Prior good attendance or academic ability is not a factor.

Whenever possible, medical and other appointments should be arranged outside of school time. When appointments during school hours are unavoidable, the school office must be notified in advance in writing of the date and time of the appointment and when the child will be collected and/or returned to school. Evidence of the appointment must be provided. Only the time for the actual appointment will be authorised and children are expected to return after the appointment, if possible.

### **Penalty Notices**

In line with the guidance from the DfE, The Local Authority may issue a Penalty Notice to parents, when children are taken out of school for 10, or more, sessions (5 days or more) leave of absence within a 6-week period, without school authorisation.

Where a child takes 'leave of absence' without exceptional circumstances each parent is liable to receive a penalty notice for each child (currently £60 per parent/carer per child if paid within 21 days, rising to £120 if paid within 21 – 28 days). If the penalty notice remains unpaid after 28 days the Local Authority is then obliged to prosecute for failing to ensure regular school attendance. In addition to Penalty Notices issued



for unauthorised leave of absence, Penalty Notices may also be issued when a child is stopped by Truancy Patrol or if a parent / carer fails to ensure regular school attendance.

Please note: Monies from any penalty notices do not come to the school.

### **Emergency Procedures**

We have evacuation and lock-down procedures in place and we regularly practise our emergency procedures through fire drills or lockdowns.

In the event of an incident where the safety of the children is threatened, we will be guided by the emergency services and will work closely with them. Should an emergency occur during the school day which would require the school to be closed early, parents would be contacted.

### **Medication**

Medication prescribed by the GP can be administered during the school day. Please complete and return a **Medication Form** (available from the School Office).

Although the school will try its best, if your child requires medication at a set time, you may wish to administer the medication at this time yourself.

Medication should only be brought into school and collected after school by a responsible adult. Medicines not collected at the end of term will be destroyed.

### **Money and Valuables**

#### **Online payments**

We utilise an online payment system called Scopay. Please ask in the school office if you would like more information.

#### **Money**

Children should not bring money into school unless there is a specific purpose for doing so. Any money brought into school e.g. for Non Uniform Day, cakes sales etc, should be in a sealed envelope clearly marked with name, class and purpose. It must then be given to the class teacher during morning registration.

### Valuable items

Valuable items of personal property must not be brought to school without permission from the Head Teacher. It is not easy to give a precise, all-embracing definition of what constitutes a 'valuable' item.

### Mobile phones

Only Year 5 and 6 children who walk home independently may have a mobile phone.

**A permission form must be completed at Technology Information Evening in September.** Phones MUST be handed in on immediate arrival at school to the class teacher, before registration and collected at the end of the school day.

As part of online safety, children are not allowed phones in school or take them on trips.

Children breaking rules relating to mobile phones may forfeit this privilege.

**In line with the general policy for personal property, the school does not take responsibility for money / possessions.**

### School Uniform

Navy Jumper or Cardigan (School logo items can be purchased from the school office)

White Polo Shirt (School logo items can be purchased from the school office)

Navy/Grey trousers, shorts, skirt, pinafore dress (Only Reception may wear jogging bottoms or leggings)

Red and white check summer dress or culottes

White/grey/navy socks

Black shoes (Reception may wear plain trainers)



### Please note:

- A book bag is also required – to be purchased from the school office
- All items of clothing must be named.
- The wearing of jewellery and earrings is discouraged in line with Surrey Health and Safety Guidance. A simple watch (analogue or digital) and a single pair of plain stud earrings only may be worn during school time. All jewellery must be

removed for PE lessons. The teacher is not able to take responsibility for the safe keeping of valuables. Please provide a named box for storage. Ear piercing should only be done at the beginning of the Summer holidays to allow time to heal.

- Nail varnish / make up is not allowed
- Hair must be tied back with a hairband, if shoulder length or longer. There should be no unnecessary accessories, colourants, excessive gels or designs 'cut' into the hair. This applies to both girls and boys.

### **Communication**

We have a number of ways of keeping in touch with parents on a regular basis, including Newsletters, email and Marvellous ME Our website is a huge source of information too: [www.dormansland.surrey.sch.uk](http://www.dormansland.surrey.sch.uk)

The office is staffed from 8.30am - 4.30pm. It can be quite busy in the morning, especially between 8.40 and 8.50am, you can e-mail the office ([info@dormansland.surrey.sch.uk](mailto:info@dormansland.surrey.sch.uk)), but please use the telephone or call in personally for urgent messages.

Day-to-day contact with class teachers should happen at the end of the day, when you will be able to see staff informally in the playground.

We believe positive, friendly, communication with parents is an essential part of a happy school home relationship. Threatening or insulting correspondence will not be tolerated.

The school communicates with parents via:

### **Scopay (email)**

Scopay will be used to communicate information or as a reminder of something communicated earlier. Please do check your emails regularly.

We ask that for staff well-being, parents do not email teachers directly. All emails for teachers should go to [info@dormansland.surrey.sch.uk](mailto:info@dormansland.surrey.sch.uk)

### **Coffee mornings/afternoons**

Year group teams hold a meeting for parents during the first few weeks of each academic year. This provides an opportunity to meet the team, learn about the year ahead and ask questions.

### **Day-to-day communication**

Staff will be available at the end of the school day, to share important information with parents. Where necessary, meetings with parents should be arranged at a mutually convenient time.

### **Curriculum Web**

All classes send home a curriculum web providing information on the forthcoming topic.

### **School Newsletter**

The newsletter goes out to parents every fortnight.

### **Website**

Please do visit our website regularly.

### **Social Media**

The school uses Instagram to share good news about our school. All children who appear in any school media have permission from their parent or guardian. For safeguarding reasons, parents are not allowed to share pictures taken at school events, which include children other than their own, on social media.

### **Parent Consultation Meetings**

Parent consultation meetings are held in the Autumn and Spring term. Consultations last 10 minutes and provide an opportunity to share important information.

### **Open Afternoons**

An Open Afternoon is held at the end of the academic year, which allows parents an informal opportunity to meet next year's teacher.

For our communications we use a service called Marvellous ME, in addition to email, this is beneficial because:

- 🌱 Messages get to you reliably
- 🌱 You will quickly know about important or urgent messages

The email addresses you have supplied and given consent to use will initially enable Scopay.

If you do not have access to the internet please contact the school office.

### **Concerns and complaints**

From time to time parents may have a query or worry about an aspect of their child's schooling. In the vast majority of cases these concerns are dealt with immediately by the class teacher. In some cases, however, parents may be unhappy about how the matter has been dealt with. In such cases there is the opportunity to raise the concern with the Head Teacher and, if necessary, the Governing Body.

The school has adopted the Local Authority's model complaints procedure, Responding to Concerns about Surrey County Council Schools, Copies of the full policy are available on request from the school office, and can also be downloaded from the school website.

### **Volunteers**

We welcome parents, and volunteers, who can offer help in different ways. If you are able to offer some time on a regular basis, or if you have a particular skill that you think would be of use or interest, please let us know. Parents who help regularly do not, as a general rule, help in their child's class, as this can sometimes be a little difficult for children to manage.

## **The Dormansland Primary School Parents' Teachers Association**

All parents are automatically members of the PTA, and many parents also help out in more formal ways, for example by being a member of the PTA Committee or taking on a specific role, such as being part of an organising committee for a school event. The PTA's remit is both financial and social. It has an important role in welcoming new families to the school, and many of its events are geared towards bringing parents together rather than (solely) fund-raising. The financial side is important, of course, and all money raised by the PTA comes back into school in some way to improve facilities for the children.

## **Class Reps**

A Class Rep is a parent who represents their parent body in Parent Forum meetings with the school and acts as a point of liaison between the teacher and the parents of each class.

## **Governing Body**

The Governing Body is made up of volunteers who have an interest in supporting the school and its aims. Governors (in community schools like Dormansland) come from one of four categories: parents of children at the school; staff (including the Head Teacher); community governors appointed by the GB itself; and those appointed by Surrey County Council. Governors in the last two categories may often have close ties with the school already, either as former parents or through local links.

The full Governing Body meets approximately 6 times a year, with a number of committees and working groups also meeting regularly.



For further information contact:

Dormansland Primary School

Clinton Hill

Dormansland

Surrey

RH7 6PE

The school email address is: [info@dormansland.surrey.sch.uk](mailto:info@dormansland.surrey.sch.uk)

The school telephone number is: 01342 832359