



# DALE HOUSE SCHOOL

## NEWSLETTER 1 – SEPTEMBER 2016



### GENERAL INFORMATION

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Throughout the year a lot of information for parents is placed on our parent's notice boards and on our website [www.dhschool.co.uk](http://www.dhschool.co.uk).

All documentation for parents about the running of the school is held in the school reception area, outside the school office. If parents require information or have any concerns, please do not hesitate to contact school by phone (01924 422215), email ([admin@dhschool.co.uk](mailto:admin@dhschool.co.uk)), or call in at the office and ask for advice or guidance.

If parents need to see Mrs Fletcher please make an appointment through Mrs Graham or Mrs Walton in the school office. Mrs Fletcher's teaching commitments and attendance at meetings, on courses, etc, means she is unable to see parents otherwise.

#### STAFF NEWS

**Mrs Plowman's baby boy arrived safe and well on the 13/07/2016. She plans to return next year to take up her teaching of the Transition/Y1 class.**

**Teacher Mr A. Mather B.A. Primary Ed was appointed as the Year 3 teacher in July. He has enjoyed his first few days.**

**Mrs V Jeffrey Year 1/2 will be leaving to take her maternity leave in 3 weeks' time. If you wish to make a donation for a gift from the children, a letter and envelope have been sent out. We wish her well and lots of rest. Teacher Miss I. Mears-Sykes B.A. Primary Ed will be covering for her until she returns next year.**

#### PROGRESS REPORTING

In the academic year children will receive a written report every 6 months, one in February and one in July.

Your child's yellow or red diary will be used by staff to keep you informed of school events and your child's progress on a daily basis. This diary is important – please keep it safe and try to read it every day. It is an important part of our monitoring procedures in school. We check House Points, homework, attitude and progress each week. Please will you sign it to say you have read it each week. Please feel free to write in the diary to pass on information to staff. All notes from staff in the diary will be brief; please speak to staff for further details. Please remember that at Dale House,

staff are teaching from 8.30am onwards and are in charge of a class. It is easier to see a teacher after the school day at 3.30pm.

In October 2016 and May 2017, Parents' Evenings will take place. Here you can discuss your child's progress in a private meeting with their Class Leader/Teacher. Any parent who wishes to see their child's work or discuss their child's progress at any time may do so with the Form Teacher, or the Headmistress, by appointment.

#### ABSENCES FROM SCHOOL

It is a condition of entry to the school that parents ensure their child attends school every day in term time. This is very important.

If your child is absent from school, please ring the school office before 9.00am on the day to let us know the reason for the absence. On your child's return to school, please send in a note or email explaining the reason for absence for our files. Thank you.

#### PARKING & TRAFFIC FLOW OUTSIDE SCHOOL

At busy times, e.g. 8.30am to 9.00am and 3.00pm to 3.45pm, it would help the parking and safety situation outside the school enormously if parents entered at the top of Ruby Street and travelled downhill to exit at the bottom of Ruby Street, or half way down along Amber Street, rather than trying to drive up Ruby Street.

**Please do not let your child get out of the car into the middle of the road.**

**Please do not park across the main school gates – they must be kept clear for emergencies.**

**Please do not park across the residential gates opposite the school.**

#### YOUR CHILD'S SAFETY

In the interests of safety, may I ask that children in Lower School (age 2 to 7 years) are escorted into school and to classrooms every morning and that parents then leave as soon as possible by 8.55am. **Will parents please close all school doors and gates when entering or leaving school.**

**PLEASE DO NOT ALLOW YOUR CHILD TO RUN OUT ONTO RUBY STREET AND ACROSS THE ROAD UNSUPERVISED. THIS IS A VERY BUSY ROAD WITH FAST MOVING TRAFFIC**

On entering or leaving school all children **must** be continuously supervised by their parents or guardians in the school grounds and car park, as it is a potentially dangerous area.

**Please do not let your child climb on walls, railings, playground furniture, etc. Children are not allowed to walk on the garden areas or go near the rubbish bins.**

### HEALTH WARNINGS

If your child is unwell, please do not bring him/her to school, for the health and safety of all other children and staff. **If your child has been sick, please do not send them to school for at least 48 hours.** Mrs Fletcher will not hesitate to send a child home who is unwell.

### START OF THE DAY

Please do not ring the doorbell before 8.00am as we are unable to admit pupils into the school before this time.

All pupils who arrive between 8.00am and 8.25am must use the main reception blue door and be signed into the Early Club which is a free service. Please note that the Early Club closes at 8.25am as all pupils leave to go to their classrooms at that time.

After 8.25am, please wait outside the entrance door used for the Prep classroom when the doors will be opened at 8.30am.

**Will all parents please leave school by 8.55am as the doors and gate will be locked at 9am. Registers are taken at 9am and Assembly starts at 9.05am.**

### AFTER SCHOOL ACTIVITY CLUBS

School Activity Clubs begin this term on Monday 19<sup>th</sup> September. Please note that pupils under 5 years of age are not allowed to join after school activity clubs for Health & Safety reasons.

At the end of each Club (i.e. 'Multi-sports', 'Art, Crafts', 'Board Games', 'Drama', 'Newspaper club' etc.), pupils will be dismissed into the school yard at 4.20pm. Would parents wishing to collect children from Clubs please wait in the back school yard.

At 4.30pm any child remaining will be registered into the Late Club. The current charge for this is £5.50 per hour or part hour.

Activity Clubs will finish this term on **Thursday 17<sup>th</sup> November** as the Hall is used for Christmas plays/functions etc.

### HOMEWORK

Homework is set regularly to support your child's learning in school.

We ask parents to ensure that all flash-cards, reading and homework are done every day.

In the Junior department, homework is set every night for 1 hour. Pupils may do homework in the Junior Homework Club up to three times a week. Any pupil who does not do their homework will miss their morning break the following day in order to finish it, unless a note is sent in explaining why it has not been completed.

### TOYS ON FRIDAYS

Children may bring a **SMALL** toy into school on a Friday. Please ensure that toys are labelled and **will fit into satchels.** **NO** dangerous or expensive items please. If your child does not want to share his/her toy, please do not allow him/her to bring it into school.

### SCHOOL REWARDS

Children are rewarded for good work, play, etc, in school in many ways, e.g. frequent verbal praise, a showing of their work in assembly, cups, shields, house-points, stickers, certificates, sweets and chocolate.

Any parent who does not want their child to receive sweets as a reward for good work or behaviour, please see their child's form teacher and alternatives will be suggested.

### IMPORTANT NOTICE INFORMATION RECORDS

**Contact Details** - Please inform the school immediately of any change of contact details (address, telephone number, email address etc) and particularly mobile phone numbers so that our emergency contact details are kept up to date.

**Medical Conditions** – Medical Plans are kept in school for any child who has a known medical condition. These are updated when necessary and annually as a matter of routine. If you have not informed the school of your child's medical needs, please write a letter explaining any changes to medication or condition (e.g. does your child still need the inhaler we keep in school?) and send it in to school as soon as possible.

**Inhalers** – If your child uses an inhaler for asthma, please send one into school to be kept in the medical room

## **EMERGENCY SCHOOL CLOSURE**

Now the colder weather will be approaching, a reminder that we have procedures in place in the event of Dale House having to close due to bad weather.

Since opening in 1999, Dale House School has only had to close 6 times due to bad weather.

We hope this does not happen again but, if it is unavoidable, our new text service will inform you. Please listen to the radio as news of any closure will be announced on Radio Leeds and, where possible, an email message will be sent to parents by the Bursar and a message will be posted on the school's website [www.dhschool.co.uk](http://www.dhschool.co.uk).