



Inspiring children through excellence

Friday 3<sup>rd</sup> July 2020

Dear Parents and Carers,

Please find below the next pack of information regarding joining the Lower Juniors in Key stage 2 at The Dawnay School.

### **New Key Stage 2 Parent Information Pack and Induction**

Please take the time to read all the information within this letter and attached presentation. It covers what you can expect when your child joins us in September and information about our whole school community. If you require a paper copy, please contact the school office.

As we have been unable to host our normal induction meeting to new Key Stage 2 parents, we have planned a Key Stage 2 information meeting for all Lower Junior parents on Tuesday 8th September. The meeting will be repeated for your convenience at 3:30 pm and 7:00pm.

We are planning to hold these meetings in the school hall abiding by government guidance for social distancing in education settings. Please note, if this guidance changes we will be in contact to review the organisation.

Please RSVP to the school office and let us you know which meeting slot you will attend.

All the induction paperwork will be available on the school webpage from Monday 6<sup>th</sup> July – under the [join us](#) tab.

### **Pupil Transition Sessions**

We are committed to offering a safe in school transition experience for all pupils, including those joining us in Key Stage 2. We have amended our INSET organisation in July to facilitate this for all pupils. We have sent you a separate letter outlining the organisation for your child to meet their new teacher and class mates before the summer holidays.

We are very much hoping we will see you on your transition morning. Please return your admission forms with your child at the transition morning. If you have not received the separate letter regarding transition, please contact the school office.

In summary, despite the different induction process, we are very much looking forward to meeting and welcoming you all into the Dawnay family from September. Your child's first day will be Thursday 3<sup>rd</sup> September.

Yours sincerely,

Miss Charlotte White

Lower Junior Phase Lead and Hedgehogs class teacher

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## **New Starter FAQs and helpful school information**

### **Will there more opportunities for me to come into school?**

In addition to the Induction meeting on Tuesday 8<sup>th</sup> September please save the dates for parents evening consultations on Tuesday 13<sup>th</sup> October 2020 or Thursday 15<sup>th</sup> October 2020. Booking information will follow in September.

### **Drop off and Pick up arrangements at the Griffin Road Entrance when your child starts at The Dawnay**

Please bring your junior child to the Griffin Road Entrance only. Parents/Carers do not need to wait with their junior child as we provide a duty member of staff from 8.35am on the junior playground.

In a proposed change for 2020-21 academic year, we want to stop unaccompanied parents and carers crossing the school site during school time. If you have an infant aged child, we request you use the Lower Road entrance. Your junior children can walk around the school to congregate on the junior Playground.

### **Morning register and lateness**

At 8.45am the duty member of staff will signal for all junior children to go to their classroom. Your child must be in class for 8.50am for registration which is taken between 8.55am and 9.00am. Children who arrive after 9am will be recorded as 'late' and will have to enter the school via the school office at the Griffin Way office entrance.

### **Going home arrangements**

At the end of each day the junior children will be dismissed to the junior playground at 3.15pm. Unless they have a younger sibling or attend an after school club, see notes below. The adult on duty will monitor the dismissing of children to their trusted adult or parent/carer. We only allow upper junior children to walk or cycle to school via a separate consent letter. If you would like to discuss this, please contact the school office. Children attending Puffins (After school club) will be taken to Puffins.

Where older children have infant siblings, we will dismiss junior children from their class door to meet their parents at the 'Elmer' wall near the Lower road exit. Parents with children in infants will not be allowed to walk around the school building at drop off or pick up; all access for Infant classes must be from the gates at Lower Road.

All uncollected children are taken back to the school office at 3:30pm.

### **Safe routes to school – Co-op car park permit**

Parents are not permitted to park in either school car park or the horse shoe entrance off Lower Road. We are able to issue free car park permits for use at the Co—op car park between specific times. A form must be completed to request a permit.

### **School uniform**

All logo—ed school uniform is sold at The Kit Shop in Fetcham. Please visit their shop or their website [www.kit-shop.co.uk](http://www.kit-shop.co.uk) Details of the uniform can be found on the school website.

No jewellery should be worn apart from a watch. Children with pierced ears should wear plain studs only and must be able to remove them by themselves for PE lessons or not wear them on PE days.

All junior children have an allocated space for their PE bags and need a rucksack.

## 2020/21 Term dates

Autumn Term	Spring Term	Summer Term
1st September 2020 INSET day 2nd September 2020 INSET day 3rd September 2020 Back to School Autumn term start (Week of 7th September 2020 Reception class phased start) 26th – 30th October 2020 Half term 18th December 2020 Last day of Autumn term 1.15pm finish (No Puffins)	4th January 2021 INSET day 5th January 2021 Back to School Spring term start TBC January 2021 INSET day to be confirmed 15th – 19th February 2021 Half term 1st April 2021 Last day of Spring term 1.15pm finish (No Puffins)	19th April 2021 Back to school Summer term start 3rd May 2021 – School closed Bank holiday 31st May – 4th June 2021 Half term 7th June 2021 INSET day 21st July 2021 Last day of Summer term 1.15pm finish (No puffins)

## School meals

Lunch time begins at 12.00 pm in the Junior Hall.

Freshly cooked meals are available at The Dawnay School, prepared onsite by Twelve15. Information and menus available can be found on their website [www.twelve15.co.uk](http://www.twelve15.co.uk) If your child has specific dietary requirements please let the school office know. Junior children sign up to their meal choices in school for the following week.

We require a week's notice if your child/ren wish to change from school meals to packed lunches or vice versa. We assume that children will continue with their current arrangements unless we are notified.

## Does The Dawnay offer an extended school day?

The Dawnay School provides wrap around care at Breakfast Club and Puffins (After school club). Breakfast club is a drop in service, booking not required. The club opens at 8am and access is only from the entrance at Lower Road. Sessions cost £3 or £3.50 with breakfast. Booking is required for Puffins Club. Sessions finish at 6pm and cost £12. Payment for all wrap around care can be paid with childcare vouchers or via ParentPay. Please contact the office if you require more information on our wrap around care.

## ParentPay

The Dawnay School's online payment system is ParentPay which we use for all payments, trips and clubs. Payments can be made with debit and credit cards via ParentPay. We will issue you with registration details for ParentPay during the first week your child joins the school.

## Can my child have a snack at school?

Parents and carers should provide a health daily snack each day; piece of fruit or raw vegetable i.e carrots. At break time your child will be able to eat their snack. Please ensure your child has a labeled water bottle every day.

## How do I communicate with my child's teacher?

The school uses a Junior planner and reading diary for all home school communication. Please use the diary for messages between yourself and your child's teacher. If you would like a further meeting, please ask for one via the planner and the teacher will be able to respond with suggested dates and times. For more general enquires or to raise a concern contact the school office to arrange an appointment with the appropriate person.