

DOG KENNEL HILL PRIMARY SCHOOL

PARENTS' HANDBOOK
2018/2019



EXECUTIVE HEADTEACHER: Mrs Galiema Amien-Cloete

HEAD OF SCHOOL: Mrs Linda Hillier

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Welcome to Dog Kennel Hill Primary School

Welcome to the 2018-2019 academic year at Dog Kennel Hill Primary School.

Exciting times lie ahead for your child as they enter their new class with new friends to make, new teachers to get to know and new routines to become familiar with.

The idea for this parent handbook came from realising that lots of the 'little' things about life at Dog Kennel Hill Primary were a bit of a mystery to parents new to the school. So rather than wait for everyone to work it out for themselves, we decided to pull it together so parents can start the school armed with a better understanding of how it works. It also aims to give parents and carers guidance on who to talk to if there are any concerns or worries, explain the organisation of the school and what we offer as a school.

We hope that it provides you with all the information you need to help you settle in as a parent or carer at DKH. Please let us know if you have other questions, and we'll aim to update the handbook each year. As you probably know, DKH is a popular two form entry community school (meaning there are two classes in each year group except for our current Year 4 year group which has 3 classes). The school is particularly keen to involve you in your child's learning, by letting parents know what is happening in class, and supporting you to be able to help your child.

Academic progress, Art, Music, Spanish and Sports are particular strengths of the school. Teachers work hard to make learning interesting and relevant for the children. The school also aims to develop a really caring atmosphere, with older children being encouraged to help younger ones. All children are encouraged to take on some responsibility, appropriate for their age.

We welcome, celebrate and are very proud of our diverse community. Whether you are outgoing or shy, new to the area or have lived here for years, we hope you enjoy your time as a parent here. I would also like to inform you that Dog Kennel Hill is currently in a federation with Rotherhithe Primary School since January 2018. The two schools have worked well together and both schools have gained from this partnership.

NB 'Parent' has been used here; but really we mean 'parent or carer'.

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Galiema Amien-Cloete
Executive Head Teacher

Absence

Good attendance at school is very important for pupils' educational progress, friendships and self-confidence; it is also a statutory requirement. We monitor attendance carefully and will contact you if we have any concerns. Please arrange routine medical and dental appointments outside school time wherever possible.

Please do not arrange holidays during term time as any such absences will be unauthorised and no work will be provided.

If your child has been unwell with diarrhoea or vomiting, please ensure that he/ she is symptom free for 24 hours before returning to school. A pupil who has been unwell with a high temperature (over 37.5 °C) should not return to school until he/ she has had a normal temperature for 24 hours.

What to do when your child is absent

1. Where possible, please call the school office on: **0207 274 1829** by 9.30am to inform them of the reason for the absence, alternatively you can leave a message on Option 1. Please provide a letter on their return explaining the reason for absence.
2. Alternatively you can complete a 'student absence form' (available from the school office). If your child has been to see a doctor/nurse please provide a note or appointment card.
3. The school office can also provide you with a letter that can be signed by your GP as proof of absence due to illness. These documents will be placed in the child's file to show authorised absences.

After School Club

The school currently manages an After School Club every day after school for children from Reception to Year 6. The club runs from 3:15pm–6:00pm. There are a range of activities on offer e.g. Art, IT, and games. The cost of the club is £37.50 per week. If you would like your child to attend, please contact Mrs Sarita Thomas.

Please note there is a minimum attendance of 2 days per week per child.

Assessment

Our assessment procedures changed in 2015, following the government's decision to move away from assessing children using levels and sub-levels. We have worked with Southwark to develop the Southwark Tracking & Assessment Record, which will measure children's progress in relation to the expected attainment for their age. As an example, there are three steps during each year – *emerging*, *developing* and *secure*. Children will move through these stages as they are taught the content appropriate to each step, before moving on to the next year's steps. There is an added non-essential step, which some children will take, called *mastery*. This is an extra step, beyond *secure*, for children who demonstrate particularly resilient and confident understanding of the skills they have been taught and can apply them in many different ways. There is a systematic program of training in place for all staff during the year.

Assessment in Reading

Assessment in reading is carried out through guided reading and the use of Southwark Tracking & Assessment Record materials. During Guided reading sessions, teachers will carry out informal assessments of children's progress in reading. The children's reading journals will also form part of the evidence base when assessing for reading. We are also periodically using Reading Tests to support assessments.

Assessment in Writing

Writing will be assessed using the Southwark Tracking & Assessment Record materials. Every half term children's writing will be assessed. Writing moderation (this is when we check and confirm how we are judging children's writing) will also be carried out routinely throughout the year.

Assessment in Maths

In both Key Stage 1 and Key Stage 2 teachers will use the Southwark Tracking & Assessment Record materials to assess progress in maths for groups and for individuals. Children's individual targets will focus only on number and calculation skills. We will use Maths Tests periodically to support assessment.

Assessment in the EYFS

The children in the early years, which includes nursery and reception classes, follow the Early Years Foundation Stage curriculum. This has a formal assessment at the end of the reception year. Children are expected to have reached the early learning goals in five learning areas so that they can achieve what is called a "Good level of development". This assessment is carried out through observing what children can do in school and by finding out what children can do at home and collecting this information on our electronic tapestry system and in children's learning story books. You will have your own log on details to access the tapestry system and see photographs and videos and observations of your child's progress at school. Early years teachers will ask for your help and contributions to your child's learning story either by commenting online or talking to your key person.

Attendance and Punctuality

It is very important that children attend school regularly and punctually in order to take full

advantage of all the educational opportunities offered to them and to make good progress.

It is the parents' responsibility to inform the school as soon as possible if their child is going to be absent.

If the school has not been notified by 9.30 as to why your child is absent you will receive a telephone call/text message requesting the reason for the absence.

Where no reason is provided for absence it will be marked as unauthorised, this could lead to the involvement of the Education Welfare Officer from Southwark Local Authority.

When your child returns, the school will deem them fit, not only to attend school but to take part in all activities including PE and playtimes unless there is a specific reason for not taking part in the activities noted above.

Breakfast Club

The school operates a Breakfast club every day before school for children aged 5 and over. The club runs from 7:30am to 8:55am and will offer a hot breakfast for children at a cost of £15.00 per week. Children must be taken directly to the Breakfast Club.

Across the week they will have the following on the menu:

Eggs, Toast, beans, sausages, hash browns, croissants, cheese, jam, cereal, milk, water and fruit

There are only 50 places available. If you would like your child to attend the breakfast club please complete an interest form (available from the school office). Please note that priority will be given to working parents' and pupils who receive Pupil Premium Funding.

British Values

British values are: **Democracy, the rule of law, individual liberty, mutual respect, and tolerance of those of different faiths and beliefs.** These values are promoted and taught through our RE, History and PSHCE curriculum which includes Philosophy for Learning and they are promoted through our school council and school's Behaviour policy.

Class Assemblies

Throughout the year every class from Year 1 to 6 will take part in a class assembly. Parents are very welcome to come and watch. The class teacher will let you know when the assembly will be taking place via SMS or class invite.

All class assemblies are held in the lower hall at 9:05am

Clothing

If you wish for your child to wear school uniform, school jumpers can be purchased for £8.50 and book bags for £5.00 from the School Office.

We would like to advise all parents that children should come to school in **practical, weather appropriate** clothing which they are able to manage independently e.g. fastenings for toileting, outer wear for play times. Clothing needs to be comfortable, sensible and safe.

Please do not send your child to school in flip flops or shoes with heels.

It is important to ensure that **all** personal items are **clearly labelled** with the child's **name and class** to prevent items being lost.

Communication with the school

Contact details for the school appear at the front of this booklet and on our website. We communicate with parents in a variety of ways.

Parent Meetings (Parents will receive a letter inviting them to meetings.)

You may wish to speak to your child's class teacher at other times during the year. You can request an appointment that is mutually convenient. Although quick verbal messages can be passed on in the morning, you will appreciate this is a busy time when staff are preparing for their teaching day so cannot give you the time you may need.

Complaints Policy

Please download this directly from our website: <http://dkh.org.uk/complaints-procedure/>

Concerns/Complaints

If ever you gave any concerns or complaints please raise them with your child's class teacher initially. It is always the aim of the school to resolve any issues or concerns informally. If, however, you do not feel your concern has been addressed after speaking with the class teacher please request an appointment with the phase leader (please see staff list for information).

We hope that this process should provide a resolution to any concerns or complaints you have, however if you are still unsatisfied please request a meeting with the Deputy Head or Head of School.

Curriculum

We offer an exciting, creative broad and balanced curriculum which includes; stimulating and engaging lessons, music, drama, Spanish to mention a few. Children have regular opportunities to go on exciting school trips and residential trips nationally.

Our music provision offers all children a music lesson once a week. In addition to this there are brass, steel pan, drum, guitar and choir lessons available for particular year groups at Key stage 2.

We follow the New National Curriculum (2014) and ensure that we maintain all the exciting areas we've mentioned before. In light of the changes, computing provision will have a higher focus on programming and multi-media. We use computing across the school to enhance our teaching and learning.

Dogs

Dogs are not permitted within the school grounds with the exception of guide dogs.

EAL

At Dog Kennel Hill we have children with a wide range of ethnic backgrounds and we take every opportunity to celebrate our diverse community. Some children who have English as an additional language may need extra support in school. This is provided by named members of staff who work both in the classroom and take small groups or individuals for additional language support. Parents who are new to the country or to the school will be given a brief induction to ensure that they are well informed about the organisation of the school and the provision available.

Emergency contact details

To allow easy and effective contact with parents we ask that you keep the school supplied with your most up to date details, including address, mobile and landline numbers for home and work. Should any of these details ever change you need to inform the school as soon as possible.

At Dog Kennel Hill we recognise there are different types of family structures at our school. We realise not all children live in the same house day-to-day. If your child/children split their time between houses and you would be interested in us knowing to help ensure better communication, please speak to the school office. Once we have a better understanding of things we may be able consider options such as text or email communications for parents of children whose domestic situation means a letter in their school bag is not sufficient.

EpiPen

If your child has a severe allergy that requires the use of an EpiPen, please ensure you alert the office staff so they can communicate the message to all staff. EpiPens must be kept in the school office. Please ensure they are clearly labelled with your child's name. There are trained staff on site who can administer an EpiPen.

IT IS THE RESPONSIBILITY OF THE PARENT TO ENSURE THAT ALL MEDICATION IS AVAILABLE AND IN DATE.

Extra-Curricular Activities

There are a number of sports activities after school for children in Years 1-6. Information and application forms will be sent out at the beginning of term by the PE teacher and are available from the School Office.

More information will be sent out at the beginning of each term. Please make any arrangements with regards to after school clubs prior to the school day. The office is unable to phone home to clarify where children should be. A list of all our extra-curricular activities will be available on the website.

First Aid

Occasionally children will have an accident while at school. We have qualified first aiders on site during the day. First aid will be administered by qualified staff, in the case of any head injuries parents' will receive a letter home explaining that your child has had an accident and the action taken. If it is thought any injury requires additional treatment or close observation, the parent/carer will be called and asked to collect their child.

Foundation Stage

This is the name for the Nursery and Reception classes. They follow a curriculum called Early Years Foundation Stage (EYFS) which is play-based and involves a balance between 'child-initiated' (chosen by the child) and 'adult-initiated' (led by an adult) activities. In the day care staff are allocated according to the adult to child ratios described in the welfare requirements of the EYFS. In the school nursery and reception classes, each teacher is supported by two other adults who are in the classrooms at all times, working with the children.

Foundation Stage and Key Stage 1 together are sometimes called 'the Infants'. Children in the Foundation Stage are assessed using the 'Good Level of Development' and Early Learning Goals' criteria. Children in Reception will be assessed using the Early Excellence Baseline Test. It does not include any predetermined tasks or tests and will not disrupt settling in routines. Instead, as part of their everyday practice Teachers build their knowledge of each child through their observations, interactions and every day activities. They use this professional knowledge to make a series of judgements about each child based on a clear set of assessment criteria. You will be able to ask your class teacher more about this.

Free School Meals

If you are in receipt of a benefit e.g. Income Support or Jobseekers allowance, you may qualify for 'free school meals', this is not the same as the healthy free school meal provided by Southwark. If you think you may be entitled please collect an application form from the school office and it will be returned to Southwark council for processing. It is important that the school identifies those families that are eligible for a free school meal as we will receive additional funding per pupil, which will help benefit the school and additional support for all children.

Friends of Dog Kennel Hill

All parents/carers are automatically members of the Friends of Dog Kennel Hill. The association supports the school in many ways, including organising events to raise money for the school.

These events include; The Summer Fair, school discos and Christmas Fair.

The friends run informal coffee mornings throughout the year, parents are very welcome to come along and offer their support in any way they can. If you would like more information please e-mail friends@dkh.southwark.sch.uk Or follow on Facebook.

Governing Body

They are the strategic leaders of our school and have a vital role to play in making sure every child gets the best possible education. This is reflected in the law, which states that the purpose of maintained school governing bodies is to 'conduct the school with a view to promoting high standards of educational achievement at the school'

Governing bodies have a strong focus on three core strategic functions:

- a) Ensuring clarity of vision, ethos and strategic direction;
- b) Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- c) Overseeing the financial performance of the school and making sure its money is well spent.

Galiema Amien-Cloete – Executive Head Teacher
 Lisa Christiansen – Head of School RPS
 (Associate)
 Linda Hillier– Head of School DKH (Associate)

Appointed 02/01/2018:

Ray Piggott – Chair Governors – Co-Opted

Elected 23/01/2018:

Mary Henley – Vice Chair – Co-Opted
 Parent elected governor:
 Penny Spiller – Parent (DKH)
 Naima Ali – Parent (RPS)

Co-opted:

Marta Garcia Salvador
 Deri O'Regan
 Chris McCree
 Mrs Dominique Phillips (co-opted parent)
 Mr Kofi Danquah (co-opted staff-RPS)
 Darren Lalchan (elected DKH staff)

Inclusion

The inclusion team is led by
 Ms Natalie Melehi (Deputy Headteacher). She has a team of staff who support children with English as an additional language, Special Educational Needs, Phonics, Speech and Language, Safeguarding and Behavioural needs.

Jewellery

We allow children to wear watches. However, no jewellery should be worn in school. It is not

necessary and can be dangerous. If girls have pierced ears then small studs are allowed, no hoops please, earrings can be easily caught and pulled during the day especially at playtime and P.E. If your child has hoop earrings in they will be asked to remove them for P.E, if they cannot they may have to miss the lesson for safety reasons.

Key Stage 1

This includes Years 1 and 2, which are the first classes to follow the National Curriculum. All classes have one Learning Support Assistant as well as their class teacher. There are also other adults working in the class at different times.

Children in Year 1 complete a Phonics Check exercise at the end of the academic year (usually around June). This exercise monitors the child's knowledge and phonological understanding. Children who do not meet the required pass rate will be given a second opportunity to complete the phonics check in Year 2. Parents are informed of their child's outcomes at the end of the year. To support parents, we will arrange phonic workshops during the academic year to enable parents to support their child at home. There are statutory tests which children need to complete at the end of year 2. These were called SATS. Children are expected to complete a reading, writing and Maths task. The Grammar Test for children at the end of Year 2 is non-statutory. Parents will be given their child's results as part of the end of year report.

Key Stage 2

This is Years 3, 4, 5 and 6. Classes usually have at least one Learning Support Assistant as well as their class teacher. There are also other adults working in the class at different times. Key Stage 2 is sometimes referred to as 'the Juniors'. You can search for 'national curriculum' at

www.direct.gov.uk for more information, or visit the curriculum page on our website.

There are statutory tests which children need to complete at the end of Year 6. These were called SATS. Children are expected to complete a reading, writing, Maths and SPAG (Spelling, Punctuation and Grammar) tasks. Parents will be given their child's results as part of the end of year report.

Late Arrival

Please ensure your child arrives on time; it is very disruptive to the class and teacher if children arrive late. Additionally, some children find it very difficult to settle into the school day once they missed the start of a session. The gates will be shut at 9am. Late arrivals must enter via the school office and will be required to sign the late sheet and give an explanation as to why the child is late. If you know your child is going to be later than 9:30am please call the school office to enable them to book your child in for a school meal.

Late Collection

If you are running late to collect your child at the end of the school day, please call the school office as soon as possible so that we can let your child and their teacher know. Young children can become anxious if they do not see their parent/carer at the end of the day and giving them reassurance that you have called and are on your way can soothe them. All children will be brought to the school office if they are not collected on time, when parents arrive they will be asked to sign the late collections sheet.

Children from Nursery to Year 4 must be collected by an adult, older sibling from the school is not permitted to collect younger children. Children in year 5 & 6 will be allowed to walk home alone provided the school office has

received written consent from their parent/carer. However, they will not be able to take younger siblings home with them.

If another adult (other than those adults listed on the contact list) is collecting your child please let their class teacher know in the morning, if this is not possible please call the school office so that the message can be passed on. We cannot facilitate ad hoc arrangements as this becomes a safeguarding issue.

Letters

We communicate with parents via class or school letters to share information or to gain permission for children to participate in activities or school trips. These are also available from the school website.

Lunchtime

All children from Reception to Year 6 are eligible for a healthy free school meal provided by Southwark Council. Children that attend the nursery have to pay for their meals at the cost of £1.50 per day.

If you prefer you may send your child with a packed lunch. We ask that you make a choice of either school meal or packed lunch for 1 term to avoid confusion and to ensure that enough meals are prepared for the children.

Medical Appointments

If your child has an unavoidable medical appointment during the school day please bring the appointment letter/card into the school office, unfortunately we are unable to authorise any absence for appointments without this. Please try and let the school know in advance if your child will be absent for an appointment, this will allow us to inform their teacher and to book the child's lunch (where applicable).

Medication

Staff can only administer prescribed medicine to children while they are at school.

If children have been prescribed antibiotics to be taken 4 times a day, please bring the medicine to the school office and complete a consent form allowing staff to administer the medicine. Medicine will normally be administered by the admin officer. All medicine must be handed to office staff to be stored safely, please do not send medicine bottles for children in their bag for them to administer independently.

Asthma pumps are kept in the school office, if your child requires an asthma pump please ensure it is clearly labelled with the prescription label and handed into the school office, children within the main building can access their pump throughout the day when required.

Mobile Phones/electrical devices

Electrical items such as mobile phones, MP3 players and Games consoles etc. should not be brought in to school they are not necessary. If you need to get a message to your child during the day please call the school office who will deliver the message. Any child seen with a mobile phone during the school day will have the phone confiscated. Parents/carers will be able to come and collect the phone from the Head of School. If your child needs to bring a mobile phone these are collected at the beginning of the day and stored in the classroom.

More Able pupils

When children are identified as showing particular talent or high ability in a certain area e.g. music, sport, art or academic we ensure that children have opportunities to enhance and build upon their talents. We do this in a variety of different ways such as visits, competitions, specific projects and high levels of differentiation in the classroom.

Newsletter

The newsletter gives parents' an overview of the week and includes a 'dates for your diary section'. The weekly Newsletter is published on the school website every Friday. Parents/ Carers also receive an emailed version on Friday afternoon. Hard copies are available from the School Office.

Office Team

The office team is managed by Ms Bonnie South and supported by Ms Suzanne Cook and Ms Tracy Stewart. They are very knowledgeable and experienced and will be able to answer most of your queries or direct you to the person most suited to help you.

We hope that you will understand that the office team play an important role in the organisation and smooth day-to-day running of the school.

There are many administrative daily tasks that they have to complete during any given day. In light of this, please note that office staff are no longer be able to contact parents for musical instruments and P.E. kits that have been forgotten on the day, and/or individual or personal after school arrangements.

They are more than willing to take messages from parents for class teachers, curriculum leaders or other staff. In addition to this we will still contact you in emergencies via telephone or

SMS. We hope you will support us by working in partnership in the best interests of our children.

Physical Education

All children will take part in two P.E lessons per week as part of the curriculum. You will be informed which days your child will do P.E at the beginning of term. Children from year 1 to year 6 will be expected to have their kit to change into on the days they do P.E.

The P.E. kit will not have logos but will be a set kit.

Children will need to bring all P.E. kit for lessons including outdoor clothing and footwear and indoor clothing and footwear.

Indoor P.E. kit will be navy blue shorts and a polo t-shirt with plimsolls.

Outdoor P.E. kit will be a navy blue tracksuit, with the same white polo t-shirt and trainers (we would recommend running shoes or Astroturf trainers).

Some year groups will have weekly swimming lessons as part of the P.E curriculum. A letter confirming the lessons and advising you what kit they need will be sent home the term preceding these sessions.

There will be regular opportunities for the children to represent the school in a variety of sports and activities throughout the year. This might include local and national competitions.

Safeguarding

Sarita Thomas is our safeguarding lead. This includes attendance, punctuality and student and family welfare. She will regularly review attendance and punctuality for all pupils. Parents you can help by ensuring your child attends school regularly and on time. Should you have

any questions or concerns please make an appointment to meet with Mrs Sarita Thomas. We follow strict guidelines from Southwark and National legislations. We are obligated to report any disclosures or concerns via referrals to the appropriate bodies concerning the welfare of our children.

School Day

School starts at 8:55am, when the bell will be rung. The school gates will be open from 8:45am, so families can start to arrive, please note that the playground is not supervised before 8:55am so parents/carers must stay with the younger children until they enter their classroom. Children should not be using the playground equipment before school.

Parents and children should be using the entrance gates on Dog Kennel Hill or Grove Hill Road, they should not be entering the school through the main entrance unless they are attending Breakfast Club, have arrived late or have an urgent message for the office.

Early Years (Nursery & Reception children)

Lunch time: 11:30am–1:30pm

School ends: 3:15pm

Key Stage 1 (Years 1 and 2)

Morning break: 10:30–10:45am

Lunchtime: 11:45–12:45pm

Afternoon play: 1:50 – 2.05pm

School ends: 3:15pm

Key Stage 2 (Years 3- 6)

Morning Break: 11:00–11:15am

Lunchtime: 12:45–1:45pm

School ends: 3.15pm

SMS

We use SMS to share information with parents regularly. Please could parents ensure that we have your up to date mobile number at all times.

SEND

At some point in a child's school career they may experience some difficulties with their learning. Please find more information about this in the Special Educational Needs: A Guide for Parents and Carers which can be found on the school's website: www.dkh.org.uk/special-educational-needs-sen

Snacks

All KS1 children are offered a piece of fruit as a snack provided by the school. Children in KS2 may bring a fruit snack to school. It is important that children do not bring in and share food due to allergies. We are a nut free school. Please do not bring products containing nuts into school.

Drinks: All children in the early years have access to drinking water within their classroom. Children from years 1 to 6 are welcome to bring in a named water bottle to be kept in the classroom. Water is offered during lunch and breakfast and children are encouraged to use the drinking fountains in the playground.

Children within the nursery are offered a carton of milk during the day.

Term time leave / holidays

The Head of School is unable to authorise any term time absence for holiday/travel. If your child is going to be absent from school for a holiday, please complete a request form and return to the school office.

Southwark council have recently introduced Penalty Notices for irregular attendance and term time leave. Please see the advice sheet attached.

Website

The school website www.dkh.org.uk contains a wealth of information about our school. There are many sections including future events, life at DKH and the school calendar which aims to keep parents updated with what is happening at the school. The school Governors have a dedicated area and parents are able to view minutes from their meetings. Many of our policy documents are also available to download from the website for your information.

In addition to this, the school has a blog. This is an opportunity for sharing class activities, featuring class writing and encouraging responses from other schools across the world.

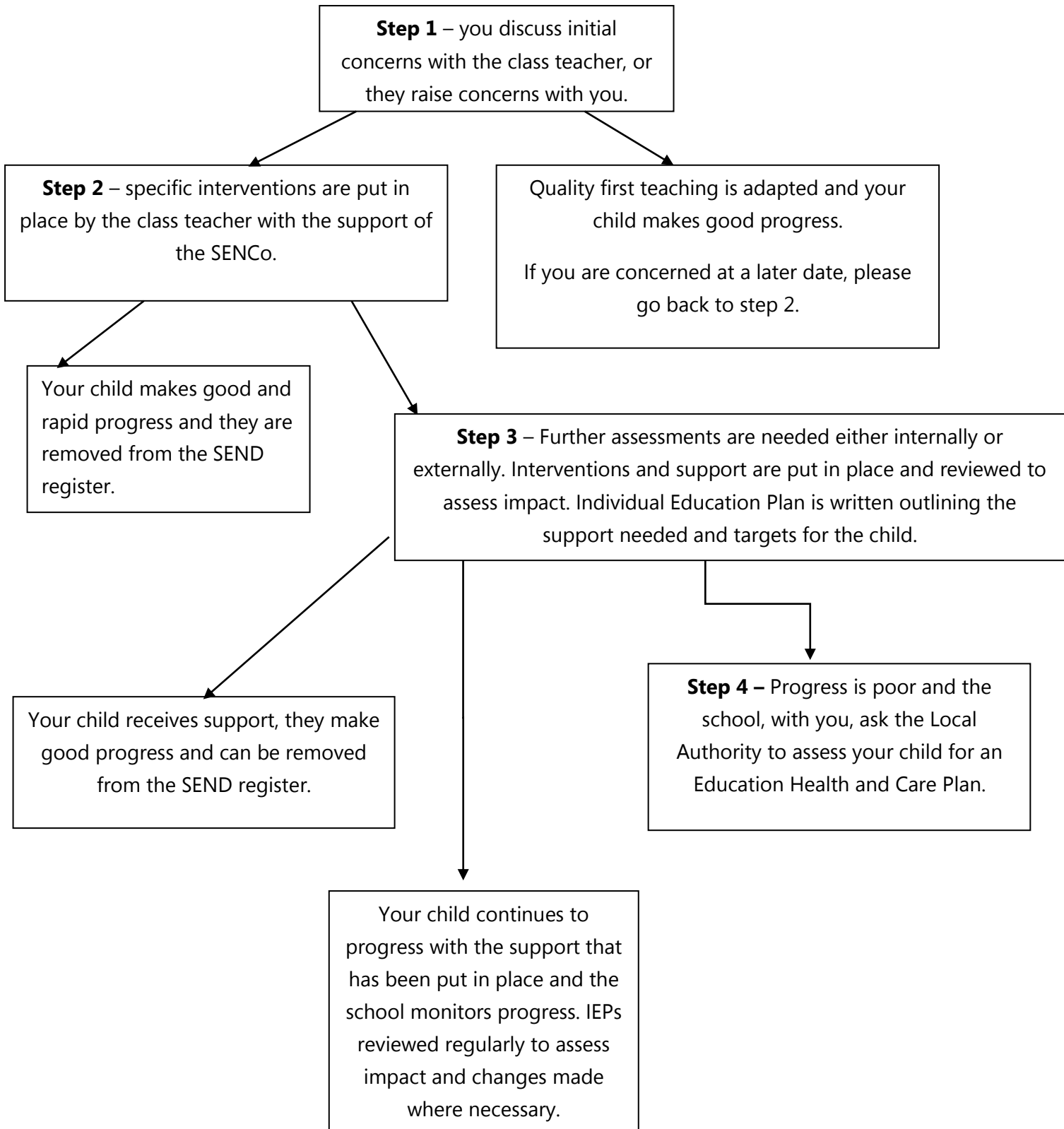
COMMUNICATION WITH THE SCHOOL

We communicate with parents in a variety of ways. Parent Meetings (Parents will receive a letter inviting them to meetings.)

Autumn Term (Sept – Dec)		
Type of Meeting	When?	What can parents expect at this meeting?
Starting school in Nursery and Reception	Summer term before your child starts	Information about the experiences your child will have in Reception and nursery classes, settling in procedure, the curriculum, uniform, wrap around care.
Home visits	Before your child starts school	A chance to meet your child's key person and share information about your child. For the school staff to get

		to know the child where they feel most comfortable.
Meet the new teacher	During September – normally the second week of term	Discussion on behaviour strategies, communication, when PE will take place, homework policy / expectations.
Sharing Targets with the class teacher	During early November – normally a week after half term break	Formal meetings where you will be given the opportunity to sit down with your child’s class teacher and look at the targets set for the term, see examples of their work and ask any questions you may have about your child’s progress.
Special education / Individual Acton Plan meetings with the class teacher	September- to discuss the needs and provision for each child.	A meeting with the class teacher discussing and reviewing the Individual Education Plan (IEP). It might also be possible that the Inclusion Leader may be able to join the meeting at your request. An opportunity for parents to raise any concerns they might have about their child’s learning or progress.
Spring Term (Jan – April)		
Parents and children share learning in class	Second half of spring term – children show parents their learning journeys and books.	Although the class teacher is present, this meeting is mostly where children have the opportunity to show their parents all the good work they have been doing over the year at that point. Class teachers are also available to answer any questions about the learning.
Review Special education / Individual Acton Plan meetings	February/ March - Normally after the first half term	A meeting with the class teacher discussing and reviewing the Individual Education Plan (IEP). It is also possible that the Inclusion Leader may be able to join the meeting to support. An opportunity for parents to raise any concerns they might have about their child’s learning or progress.
Summer Term (April - July)		
Celebration and to discuss report – with class teacher	Normally in July	Annual reports will be sent out and if you have any concerns these need to be raised individually with the teacher via a mutual appointment. All parents will be invited to an end of year celebration to be held in the summer term where parents are invited in as a group to see their child’s work from that year and have an informal chat with the teacher.
Meet new teacher	Normally mid – July	Parents will be given a letter with dates and times to meet their child’s new teacher for September. This is just an informal meet and greet.
Review Special education / Individual Acton Plan meetings	Early June - Normally after the first half term	A meeting with the class teacher discussing and reviewing the Individual Education Plan (IEP). It is also possible that the Inclusion Leader may be able to join the meeting to support. An opportunity for parents to raise any concerns they might have about their child’s learning or progress.

How we address your child's needs at Dog Kennel Hill



Dog Kennel Hill Primary School Communications Procedure

Introduction:

We at Dog Kennel Hill want to make it easy for you to get in touch with any concerns or questions you might have. This procedure, outlined below, is to make it clear and easy for parents to communicate with the school regarding any queries. We hope this explains clearly the process for expressing concerns, and clarifies which member of staff is best placed to speak to you about given issues.

We understand the importance of a strong working relationship between parents and staff in supporting all of our children in their learning. In addition to these procedures, the Head of School (Lorram Black), Executive Head (Galiema Amien-Cloete), and Deputy Headteacher (Natalie Melehi) look forward to speaking to parents in the playground and at school entrances. If you have concerns about your child, you should speak to your child's class teacher including any SEND.

Safeguarding:

At Dog Kennel Hill, it is of paramount concern that all of our children are happy and safe. If you have any concerns about the safety or wellbeing of a child, please speak to our Safeguarding Lead, Sarita Thomas; Head of School, Linda Hillier or Deputy Headteacher, Natalie Melehi. They are in the main playground in the mornings and in the afternoons.

Chain of Communication

Class Teacher:

You should approach your child's class teacher, in person where possible, in the first instance to discuss:

- Home learning
- Social, academic and personal progress
- Classroom and playtime incidents.
- Organisation issues, e.g. lost property which is not in 'Lost property Area'
- Arrangements for end of day pick-ups and appointments
- SEND concerns



Key Stage Leaders:

Nursery and Reception- Ms Rachel Kearns
KS1 (Years 1 and 2)- Ms Barbara Ghezzi
Lower KS2 (Years 3 and 4)- Mrs Marie Kelly-Roberts
Upper KS2 (Years 5 and 6)- Ms Louise Gaster

You should approach them by arranging an appointment via the Office to:

- Discuss ongoing concerns, or unresolved issues in the first instance before speaking to the Head of School



Head of School:

You should approach Mr Lorram Black (office@dkh.southwark.sch.uk) to discuss:

- unresolved issues after speaking to the classteacher and Key Stage Leaders or Early Years Co-ordinator
- Safeguarding concerns as mentioned above



Other Communication Needs:

We understand that you have a range of communication needs and are committed to positive communication. Please approach the members of staff below as outlined to discuss any appropriate issues.

Deputy Head Teacher-SENCO:

Ms Natalie Melehi in person or by email at

school@dkh.southwark.sch.uk

- Queries regarding additional needs your child may have.
- Safeguarding concerns

Safeguarding Lead:

(Mrs Sarita Thomas): in person or by email at school@dkh.southwark.sch.uk

- Attendance
- Request for authorised absences
- Punctuality (lates)
- Behaviour and Safety
- Safeguarding concerns

Breakfast Club:

- Application forms available from the School Office to discuss payment and places.

After School Club

- **Mrs Sarita Thomas** to discuss payment and places

Learning Mentors:

(Comfort or Deone): in person or by telephone via the school office).

- Queries about behaviour support and social or emotional needs.

Friends of DKH:

- If you would like to join/support the Friends of DKH.
- To support with fundraising.
- They can be contacted at:
friends@dkh.southwark.sch.uk

The School Office:

The majority of other queries you may have, which are not answered on our website, are best dealt with by the school office in person, by telephone 0207 2741829, or by email at office@dkh.southwark.sch.uk You could also speak to **Ms Suzanne Cook** or

Ms Tracy Stewart (Admin Assistants)

This may include questions about school meals, updating contact details, absences or other points of which you wish to inform school.

Dog Kennel Hill Primary School

Academic Year 2018/19

AUTUMN TERM:

Inset Day 1- Monday, 3rd September 2018 (no children)

Inset Day 2- Tuesday, 4th September 2018 (no children)

Start Children back Wednesday, 5th September – Friday, 19th October 2018

Half Term Monday, 22nd October 2018 to Friday, 26th October 2018

Children Back Tuesday 30th October – Wednesday, 19 December 2018 (2pm)

SPRING TERM:

Inset Day 3 – Monday, 7th January 2019 (no children)

Start Children back Tuesday, 8th January – Friday, 15th February 2019

Half Term Monday, 18th February to Friday, 22nd February 2019

Children Back Monday, 25th February – Friday, 5th April 2019 (2pm)

SUMMER TERM:

Start Children back Tuesday 23 April – Friday, 24th May 2019

May Day Monday, 6th May 2019

Half Term Monday, 27th May to Friday, 31st May 2019

Children Back Monday, 3rd June to Friday, 19th July 2019 (2pm)

INSET DAYS:

(2 days) 3rd & 4th September 2018

(1 day) 29 October 2018

(1 day) 7th January 2019



Dog Kennel Hill Primary School

Staffing 2018-2019



Executive Headteacher: Mrs Galiema Amien-Cloete

Head of School: Linda Hillier

Deputy Headteacher: Ms Natalie Melehi

Safeguarding Lead: Mrs Sarita Thomas

EYFS Team

Nursery – Ladybird Class

Rachel Kearns (Teacher & Phase Leader)

Sue Nind (TA)

Melissa Daniels (TA)

Reception – Butterfly Class

Sandra Ainoo (Teacher)

Christine Waldron (TA)

Krystal Jackson (TA) / Maxine Leith (TA)

Reception – Caterpillar Class

Miss Ruth Coots (Teacher)

Lynn Mullings (TA)

Key Stage 1 Team

Year 1 – Birch Class

Fabien Reid (Teacher)

Natalie Currier (TA)

Year 1 – Oak Class

Amina Zenasni (Teacher)

Jolanta Newby (TA) / Laura Fudge (TA)

Anne Dawkins (TA) / Barbara

Gustaffe (TA)

Year 2 – Cherry Class

Barbara Ghezzi (Teacher & Phase Leader)

Marta Mlylarska (TA)

Barbara Gustaffe (TA) / Grace

Omolaiye (TA)

Year 2 – Willow Class

Ashleigh Brown (Teacher)

Sylvia Harsanyova (TA)

Barbara Gustaffe (TA) / Grace

Omolaiye (TA)

Lower Key Stage 2 Team

Year 3 – Elder Class

Marie Kelly-Roberts (Teacher & Phase Leader)

Caroline Golds (Teacher)

Lynn Parrott (TA)

Chelsey Howell (TA) / Sam Soobhee (TA)

Year 3 – Palm Class

Tegan Voyle (Teacher)

Lynn Parrott (TA)

Sam Soobhee (TA)

Year 4 – Beech Class

Nikki Lavithis (Teacher) / Poppy

Sketchley (Teacher)

Liz Stafford (TA)

Jean Parker (TA) / Joelle Dupont (TA)

Year 4 – Eucalyptus Class

Miss Jess Shea (Teacher)

Liz Stafford (TA)

Joelle Dupont (TA) / Jean Parker (TA)

Upper Key Stage 2 Team

Year 5 – Hazel Class

Alex Holloway (Teacher)

Sandra Moody (TA)

Year 5 – Rowan Class

Shayla Macdonald (Teacher)

Noah Tesfamariam (TA)

Inclusion Team

Ms Sarita Thomas (Safeguarding and Intervention)

Ms Jennifer Cristobal (SENCo)

Mrs Comfort Acheampong (Learning Mentor)

Mrs Deone Payne-James (Learning Mentor)

Ms Fatema Mawji (SALT)

Ms Tenisha Frame (Dyslexia TA)

Ms Krystal Jackson (Behaviour Support)

Ms Rose-Marie Best (Language Support)

Year 5 – Sycamore Class

Cherie Genower (Teacher)

Andria Spence (TA)

Year 6 – Elm

Imogen Barraclough (Teacher)

Amanda Freshwater (TA)

Year 6 – Maple

Darren Lalchan (Teacher)

Maxine Leith (TA) / Chelsey Howell (TA)

Additional Staff

Mr Pablo Jimenez-Bravo (Spanish)

Mr Carl Rochford (PPA Cover)

Mrs Shelia Carroll (LSA)

Helen Mardling (HLTA)

Mica Corlis (HLTA)

Mrs Margaret Omoniyi (Music Teacher)

Mr Owen Wales (Music Teacher)

Office Team

Ms Bonnie South (School Business Manager)

Ms Suzanne Cook and Ms Tracy Stewart

Mr Tom Roche (Premises Manager)

Mr Terry Roche (Premises Assistant)