

## DOG KENNEL HILL PRIMARY SCHOOL

### PARENTS' HANDBOOK 2023/2024

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**HEAD OF SCHOOL:** Ms Barbara Ghezzi

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## **Welcome to Dog Kennel Hill Primary School**

Welcome to the 2023-2024 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 realisation 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. 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, 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 safe and 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 in a federation with Rotherhithe Primary School. 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'.

.....  
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 unauthorized and no work will be provided.

If your child has been unwell with diarrhea vomiting, please ensure that he/ she is symptom free for 48 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.

## Morning & Afternoon Clubs

**TGI Wake and Shake club** available from **7:45 am** until it is time to line up for class **Monday to Friday** at DKH. The club is a **mixed age club**, for children in classes from **Reception to Year 6**.

We also offer a variety of sports clubs including a mixed age sports club from 3:30-5:30pm.

## Assessment

We use 'Target Tracker' to track children's progress in relation to the expected attainment for their age. Target Tracker helps teachers to track children's attainment against national curriculum statements. End of year reports will inform you if your child is working at, towards or working at greater depth within age related expectation for their age.

## Assessment in Reading

We assess reading during shared and guided reading sessions. Teachers will use Target Tracker as an ongoing assessment tool to map attainment against the national curriculum statements. The children's reading journals and workbooks will also form part of the evidence base when assessing reading. We periodically use comprehension style reading tests to support assessment judgements. We use NTS tests termly to support assessment.

## Assessment in Writing

Writing will be assessed informally using Target Tracker. Writing moderation (checking teacher judgements) will also be carried out routinely throughout the year by the English Lead.

## Assessment in Maths

In both Key Stage 1 and Key Stage 2 teachers will use Target Tracker to measure attainment of groups and of individuals against national curriculum statements. We use NTS tests termly 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. 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. If your child is absent and we have still not received an explanation on the second day for this, we will attempt to make contact via all emergency contacts to ensure that parents and children are safe. If we are unable to confirm children's safety, we will conduct a home visit. If we are still concerned, regarding the well-being of children we may contact the police or the 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.

### Forest Schools

We are proud to say that DKH is a Forest School. Our Forest School provision is on site and led by a trained Forest Schools leader.

### 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 PSHE curriculum and they are promoted through our school council and school's Behaviour policy.

### Clothing

If you wish for your child to wear school uniform, school jumpers can be purchased for £11.50 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 have 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 provides a resolution to any concerns or complaints you have, however if you are still unsatisfied please request a meeting with the Assistant Head or Head of School.

### **Curriculum**

We offer an exciting, creative, broad and balanced curriculum. 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 taught by a music specialist. In addition we offer brass lessons to years 5 and 6 and have KS2 choir lessons.

We follow the 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.

### **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 households 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 School Office.

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 be contacted by phone 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. 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 maybe 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](mailto: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.

**Executive Headteacher:** Galiema Amien-Cloete

**Chair:** Liam Wardley

**Vice Chair:** Julia LePla

### **Inclusion**

The inclusion team is led by Barbara Ghezzi (Head of School) who works with Victoria O'Reilly (SENCO) and Shirley Nichols (Safeguarding and Interventions Officer). There is 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 children 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.

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.

### **Key Stage 2**

This is Years 3, 4, 5 and 6. Most classes usually have a Learning Support Assistant as well as their class teacher. At times classes may have a support assistant working across the year group.

Key Stage 2 is sometimes referred to as 'the Juniors'. You can search for 'national curriculum' at [www.direct.gov.uk](http://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.

Children at the end of Year 4 complete a statutory Multiplications Table Check. This check is made of of 25 multiplication take questions. The test is administered electronically and there is a time limit for each question.

**Late Arrival**

The register closes at 9am. 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. 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**

Children are dismissed at 3:30pm. 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 are not permitted to collect younger children. Anyone collecting a pupil must be 16 years of age or older. 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 will be either in paper form or emailed as we try to reduce the amount of paper we use.

**Lunchtime**

All children from Reception to Year 6 are eligible for a healthy free school meal provided by Southwark Council. Children in Nursery also qualify for a free meal provided through the EYPP. The school tops up the difference so parents do not have to contribute

DKH has worked closely with School Food Matters to ensure that pupils and parents have contributed to a healthy and delicious lunch provision. You can learn more about this by reading our Food Policy.

A menu will be sent home at the beginning of the term for your information and will also be available on: [www.dkh.org.uk](http://www.dkh.org.uk)

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 class

teacher. If your child needs to bring a mobile phone these are collected at the beginning of the day and stored in the front office.

### **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.

### **Office Team**

The office team are very knowledgeable and experienced and try 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 email. 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 hours of P.E per week as part of the curriculum. You will be informed when your child has PE. Children from year 1 to year 6 will be expected to arrive in their kit 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 wear full appropriate 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).

Children in Year 3, 4, 5, and 6 have weekly swimming lessons for a half term as part of the P.E curriculum. A letter confirming the lessons and advising you what kit they will need, will be sent home before sessions commence.

There will be regular opportunities for the children to represent the school in a variety of sports and activities throughout the year.

### **Safeguarding**

Shirley Nichols is our safeguarding officer. 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 Shirley Nichols. 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**

The school day starts at 9am and the school gates are opened at 8:45. The school day ends at 3:30 for years 1 – 6 and 3:15pm for EYFS. The school gate opens at 3:15pm.

Children should only use the office gate if that is their allocated gate or if they have arrived late or have an urgent message for the office.

### **Text Messages**

We use text messages and emails to share information with parents. Please could parents ensure that we have your most recent mobile number and correct email address.

### **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:

<http://dkh.org.uk/special-educational-needs-sen/>

### **Snacks**

All children are offered a piece of fruit as a snack provided by the school.

Drinks: All children in the early years have access to drinking water in 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 able to use the playground to fill up their water bottles. We are a water only school.

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

### **Term time leave / holidays**

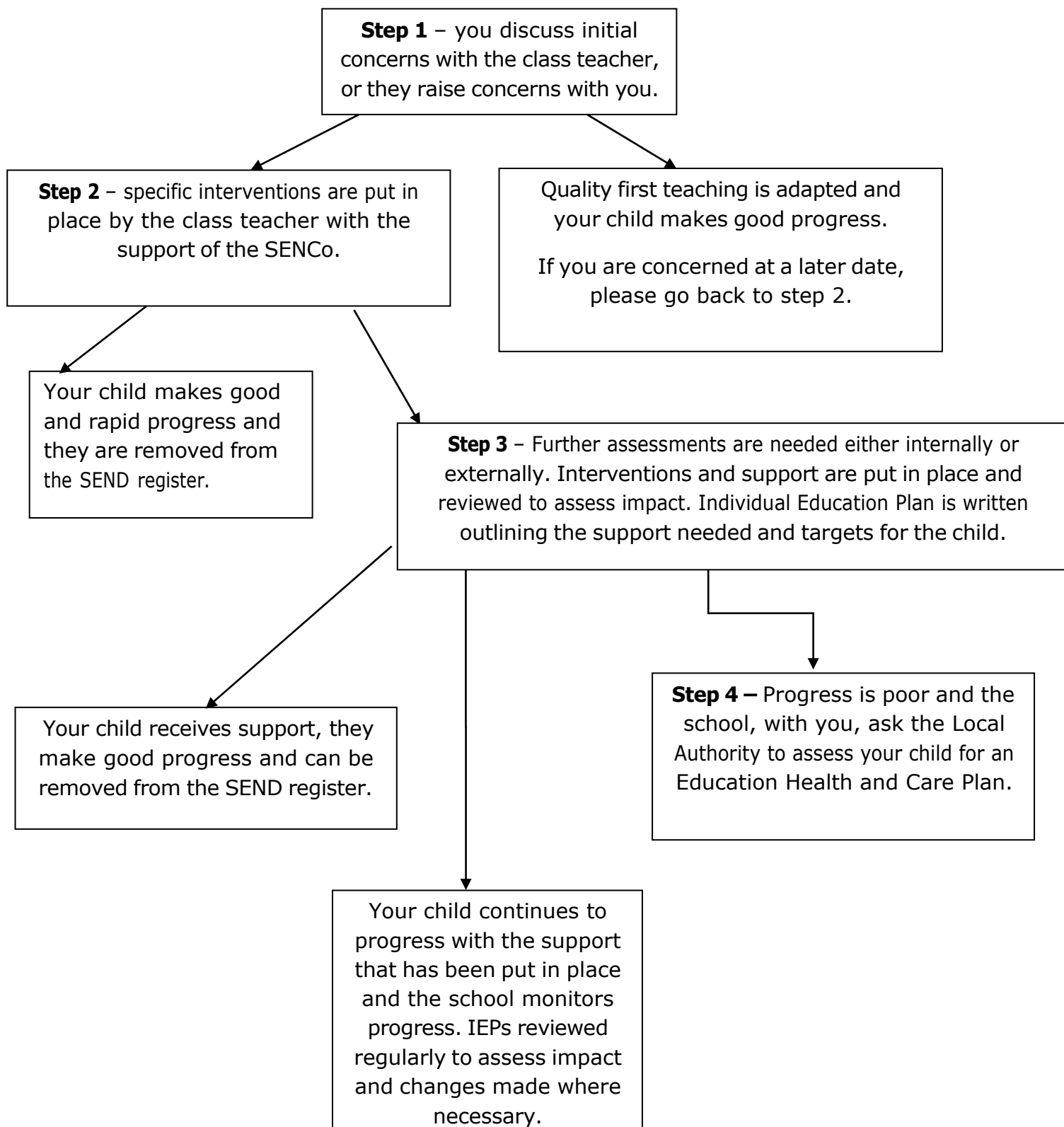
The Head of School is unable to authorise any term time absence for holiday/travel. If your child is going to be absent from school for a holiday, please complete a request form and return to the school office.

### **Website**

The school website [www.dkh.org.uk](http://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. 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.

## 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 (Barbara Ghezzi), Executive Head (Galiema Amien-Cloete), and Assistant Headteacher (Tom Newman) look forward to speaking to parents 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 Officer, Shirley Nichols; Head of School, Barbara Ghezzi or Assistant Headteacher, Tom Newman. They are at the gates at the start and the end of the school day.

### 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 Poppy Hulse /  
Georgina Lewis  
Years 1 and 2 - Ms Jo McCoy  
Years 3, 4, 5 and 6 - Mr Darren Lalchan

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 Ms Barbara Ghezzi ([office@dkh.southwark.sch.uk](mailto:office@dkh.southwark.sch.uk)) to discuss:

- unresolved issues after speaking to the class teacher and Key Stage Leaders
- 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.

#### **Victoria O'Reilly (SENCO)**

[school@dkh.southwark.sch.uk](mailto:school@dkh.southwark.sch.uk)

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

#### **Student Welfare:**

**Chelsey Howell** in person or by telephone via the school office).

- Queries about behaviour support and social or emotional needs.

#### **Safeguarding Officer:**

**(Ms Shirley Nichols)**: in person or by email at

[school@dkh.southwark.sch.uk](mailto:school@dkh.southwark.sch.uk)

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

#### **Breakfast/ After School Club:**

- Information available from the School Office.

#### **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](mailto: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](mailto:office@dkh.southwark.sch.uk) You could also speak to **Carrie Lucas**.

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

*A range of useful information can also be found on our school website [www.dkh.org.uk](http://www.dkh.org.uk)*

