

PARENT HANDBOOK



CONTENTS

Trust Lead Welcome **Error! Bookmark not defined.**

Our Vision & Values4

Head Teacher Welcome **Error! Bookmark not defined.**

Welcome to Dunsford6

Term Dates7

Our School Day7

Uniform8

Key contact details8

Nursery9

Introduction..... 10

Settling in10

Toileting..... 10

Attendance 10

Sickness..... 10

Fees and Payments 11

Notice Period 11

School **Error! Bookmark not defined.**

Introduction 13

Attendance 13

Wrap around care 13

Extra-Curricular Activities 14

Educational Visits..... 14

Charging for activities..... 14

Playtimes & Toys 14

Celebrating Achievements..... 14

Family Support Team 14

Communications..... 15

Data Protection..... 15

Healthy Eating **Error! Bookmark not defined.**

Introduction **Error! Bookmark not defined.**

School Lunches 17

Free School Meals 17

Health & Safety..... **Error! Bookmark not defined.**

Health Issues 20

DEAR PARENTS AND CARERS

It is my pleasure to welcome you and your child to our family of schools, The Learning Academy Partnership (School Trust). It is a privilege to welcome your child to Dunsford Community Academy.

Starting nursery and school is an important step in your child's journey, through education and by working together we will be able to ensure that your child flourishes and has the very best start to their school life.

As a parent or carer, you can be assured that by choosing a school in the Learning Academy Partnership, you are joining a School Trust that constantly strives to provide children with the very best educational offer and experience. Your child will be cared for, inspired, and have fun through an exciting curriculum offer and they will be part of a community where they will achieve academic success.

As the Trust Lead, my role is to be accountable for ensuring that our schools provide an exceptional education experience for your child. I do this through ensuring that we seize all the benefits and opportunities that being part of a School Trust brings. By working together, as a large family of schools, we can achieve and offer so much more for your child than if we work alone.

The School Trust began in 2012 and has grown to a large group of schools across Devon and Torbay. We are successful because we work together as a collective to serve our local communities and empower our children to be the best that they can be. We do this by offering you and your child remarkable leaders, teachers and staff who will ensure that your child has a flying start to their school life.

Schools in our School Trust offer some of the highest outcomes in the country and our children make well above average progress throughout their time with us, which fully prepares them for their secondary education.



TRUST LEAD WELCOME

Our children benefit from the fact that we are a National English Hub, which means the Department for Education recognises our expertise in developing reading and early language, every child in our School Trust is a reader.

You can find out more about our School Trust on our website www.lapsw.co.uk

We pride ourselves in being rooted in the communities that we serve. Each of our schools is unique and distinctive and we celebrate this through the education that your child will receive here at Dunsford.

We are at the very beginning of the relationship that we will build with you as a parent or a carer and I encourage you to become involved in the school community, come along to parent events, be part of the PTFA and use your opportunity to give feedback and help us continually improve on what we offer your child.

Once again, I would like to thank you for trusting us with your child's education by choosing a school within the Learning Academy Partnership family. We are committed to ensuring the very best for your child during their time with us in order that they have all the tools, opportunities and choices available to them when they take their next leap on their school journey, into secondary education.

Tracey Cleverly, Trust Lead

OUR VISION & VALUES

OUR MISSION

Flourishing Futures

(John 10:10 He came so that they may have life and live it to the full)

OUR VISION

To be an exceptional School Trust. We are committed to social mobility and a culture of belonging. We do this by investing in people, enabling every child to be taught by the very best teachers so that we can achieve social change and all children flourish.

OUR VALUES

Excel: We champion opportunity and equality for all and in all that we do.

Empower: We invest in each other and our communities.

Together: We are one team and agree to work as one family.

WE BELIEVE

We are Stronger Together: We deliver and achieve more than we could ever do individually

In a Sense of Belonging: Every member of our School Trust matters and knows that they belong.

In Removing Barriers: Ensuring that where you begin does not limit your horizons.

In Realising the Possible: You cannot be what you cannot see.

HEAD TEACHER WELCOME

Welcome to Dunsford Community Academy. We hope you enjoy exploring our site and getting to know our academy.

Dunsford is about community, strong and caring, where we are all invested in working together to make our lives the best they can be. We are lucky to have a thoughtful and supportive staff, who put children first.

Our aspiration is to find the passions and interests of children and we all work towards their flourishing futures. We want children to be respectful, responsible global citizens, who have the opportunity to reach their full potential.

The staff have worked hard to develop a strong foundation for high quality learning in a friendly, caring environment, with clear boundaries. to ensure we all stay safe.

We understand the best way to nurture amazing progress is in collaboration with parents and carers.

If you have any questions or queries or would like further information, please do not hesitate to contact the academy



Mr A Grimley
Head of Academy

WELCOME TO DUNSFORD



TERM DATES

2022 – 2023

Autumn Term 2022

- Start: 6 September
- Half Term: 24 – 28 October
- End: 16 December

Spring Term 2023

- Start: 4 January
- Half Term: 13 – 17 February
- End: 31 March

Summer Term 2023

- Start: 18 April
- Bank Holiday: 1 May
- Half Term: 29 May – 2 June
- End: 25 July

<https://dunsford-lap.co.uk/parents/term-dates/>

OUR SCHOOL DAY

NURSERY:

| | |
|---------------------------|---------------|
| Morning session: | 09:00 – 12:00 |
| Lunch: | 12:00 – 13:00 |
| Afternoon session: | 12:30 – 15:30 |

SCHOOL:

Start of the school day:

Gates open at 08:40am and children go straight to their class and the school day begins at 09:00am. Gate closes at 08.55am.

Children who miss all or part of the registration period can feel very unsettled and unsure about what is happening the rest of the day, so please make sure your child arrives at the school on time.

Lunch times:

Whole School 12:00pm – 13:00pm

End of the school day:

Whole school 15:30pm

COLLECTION AT THE END OF THE DAY:

If a parent or carer is going to be late collecting a child, it is vital to let us know as soon as possible.

We understand that sometimes there are unavoidable delays, but it can be distressing for a small child to be left, even for five minutes, after the other children have left. They become anxious that they have been forgotten or that something has happened to the person collecting them.

UNIFORM

Wearing the correct school uniform is essential and a smart dress code benefits everyone. It creates a sense of belonging and unites us as a community, giving us all an identity to be part of and proud of.

Uniform

- Bottle green sweatshirt or cardigan with school logo (required)
- White shirt, polo shirt or blouse
- Grey or black trousers or shorts (summer)
- Grey or black pinafore or skirt
- Green and white checked dress (summer)
- White socks. Plain green, grey or black tights
- Black or brown enclosed shoes

PE and Games

- White crew neck T shirt (logos optional)
- Bottle green or black shorts or jogging bottoms
- Plimsolls or trainers (not brightly coloured)
- Bag to keep PE kit in (nothing too large)
- Football boots if required

Children should not wear trainers except for P.E. All items of clothing should be clearly named.

Jewellery and hairstyles

We expect that children wear a minimum of jewellery. However, the following are acceptable:

- A watch
 - A medical alert bracelet
 - No more than one stud in each ear
 - Artificially brightly coloured or bleached hair is not permitted in school
-
- All long hair must be tied back using school friendly, discrete accessories

Where to purchase it

The branded items (jumper, cardigan and optional PE T-shirt) can only be purchased from the following supplier:

- Price & Buckland (national supplier, online only): [Dunsford Academy \(pbuniform-online.co.uk\)](https://pbuniform-online.co.uk) Parents can have items delivered free, direct to the school during term time, to reduce the cost

All other items can be purchased more widely, from high-street retailers and supermarkets, as well as from the suppliers above.

Second-hand Uniform

Our school also provides the opportunity to purchase items of second-hand uniform. Please contact the school office for details.

Forest School Kit:

- Warm clothes (hats, scarf and gloves in colder weather)
- Water proofs (trousers and overcoat)
- Correctly fitting Wellington boots
- A water bottle

KEY CONTACT DETAILS

Dunsford Community Academy
Dunsford
Exeter
EX6 7DD

- Tel: 0626 572971
- Email: dunsford@lapsw.org
- Website: <https://dunsford-lap.co.uk/>
- Twitter: <https://twitter.com/dunsfordLAP>
- Facebook: <https://www.facebook.com/dunsfordLAP>

NURSERY



8

INTRODUCTION

Our vision is 'Together We Learn, Together We Grow. Together We Bloom' which underpins the curriculum that we provide for our wonderful pupils. We believe that all of our children are unique and aspire for them to live their life to the fullest. Our children are safe and happy in our Nursery and well prepared for their transition into the Early Years Foundation Stage. They spend their days sharing, talking, singing, problem solving, being playful and questioning the world in which they live. Through play, they practice new skills, investigate the world around them and challenge themselves to succeed. Our team of expert practitioners nurture the children's character, building the foundations of confidence, resilience and a love of learning.

Our Nursery is open between 9am and 3:30pm. During this time parents and carers may access up to 30 hours of free entitlement if they meet the entitlement criteria.

Time slots are of no less than three hours in any one day, starting from 9am.

SETTLING IN

We invite all our new starters to join us with their grownup for a stay and play session, the term before they start in the Nursery. These sessions last an hour and give your child an opportunity to familiarise themselves with the Nursery provision and meet some of their new friends! We prefer children to stagger their start, staying for two hours on their first day and building up over the week to attend their full sessions. We appreciate this isn't possible for every family, due to work commitments and your child can attend their full session from their first day if necessary.

TOILETING

We expect our children to be toilet trained; however, we accept there may be exceptional circumstances. If a child does need support, we

will draw up an Intimate Care Plan to support the child in the toileting process.

All parents are asked to provide a change of clothes in a plastic bag for their child. This should include a top, pants, bottoms, and socks. Please make sure child's name is on all items of clothing and plastic bag. We also ask that children have enough nappies for the day and a packet of wet wipes in their bags.

ATTENDANCE

Developing good attendance patterns 'early on' gives your child a head start and sets them up for the future. Failure to attend school regularly later can have a major impact on young people's education, their future and their life chances.

We encourage regular attendance by:

- providing a caring and welcoming learning environment and learning that is such fun so that children will not want to miss it.
- responding promptly to a child's or parent's concerns.
- marking registers accurately and punctually during morning and afternoon registration.
- celebrating good and improved attendance.
- monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with families if necessary.

We expect that you will:

- ensure that you contact the academy office whenever your child is unwell and unable to attend.
- contact us promptly whenever any problem occurs that may keep your child away from Nursery.

SICKNESS

Parents and carers should keep a child at home if they are too unwell to attend. If a child has vomited or has diarrhoea, they should be kept

at home for 48 hours after the last bout. Children prescribed antibiotics will be excluded for the first 24 hrs.

Parents are required to report recent illness to the nursery staff. We will contact parents without delay if your child becomes unwell to prevent cross infection to the others. Parents can obtain a list of communicable diseases and recommended exclusion periods from nursery. Fees will still be charged because costs, including staffing, still have to be covered.

FEES AND PAYMENTS

We offer free funded places for two-year-olds subject to eligibility. All three and four-year-olds are entitled to 15 hours free (under the Early Years Entitlement Scheme). If a child's entitlement is being claimed within another provision, then the entitlement maybe reduced at one or both settings.

There are additional free hours available for some, depending on eligibility; you can make your application through the online system operated by HMRC: <https://www.childcarechoices.gov.uk/>

Additional charges for any sessions not covered by your free entitlement will be made as detailed below:

Contact the school office for current prices.

All charges are subject to annual review and any increases will take effect from 1 September in any year.

Sessions which are to be paid for will be invoiced to the parent via the the schools MIS/Cashless payment system. Invoices will be issued in advance and MUST be paid by the first working day of the month. All fees are inclusive of a snack of fruit and milk or water. There will be no charge for bank holidays or the weeks that the nursery is closed for school holidays.

There will be no reduction for holidays or absences taken in term time and fees are non-refundable.

LATE OR NON-PAYMENT OF FEES:

If payment is not made by the due date, a reminder will be sent to the parent/carer by email. If payment is not received by the third week, paid services WILL be withdrawn. If this is the case, the child will not be allowed to attend those paid sessions until the payment is received in full, or an appropriate payment schedule is agreed. Payment schedules will only be agreed in exceptional circumstances.

NOTICE PERIOD

If a parent or carer wishes to withdraw the child from the nursery a minimum of four weeks' notice in writing must be sent to the Academy Office. Fees or charges incurred for extra sessions in the notice period will be due before the child leaves.

SCHOOL



INTRODUCTION

The Reception year follows the Early Years Foundation Stage Curriculum to build on children's Nursery and pre-school experiences, preparing children for the start of the National Curriculum in Year 1.

When children start in our Reception classes, we support our families by providing information to ensure a smooth transition into school, whether this is from our school nursery or another pre-school setting. It is crucial that we build relationships with our families and to do this we endeavour to communicate as much information as we can to support parents with the induction process; including opportunities to visit school and 1:1 meetings to get to know our families better.

All information can be found on our Reception page on the website [Reception 2022 - Dunsford Community Academy \(dunsford-lap.co.uk\)](https://www.dunsford-lap.co.uk) but if you have any questions at all prior to your child starting school then do please contact the school office.

ATTENDANCE

The school must, by law, follow laid down procedures with regard to punctuality and attendance, authorised and unauthorised absences. Our Attendance and Absence Policy is available on our website [Attendance - Dunsford Community Academy \(dunsford-lap.co.uk\)](https://www.dunsford-lap.co.uk) or from the school office.

Please phone the school immediately if your child is unable to attend school. The school strongly discourages any absence during the academic year and the Trustees endorse this.

If it is necessary to collect your child during the school day you must sign your child out at the school office.

Good attendance is noted and rewarded with Certificates. Registers are regularly checked by the Attendance Officer who follows up on

any high number of absences/or lateness of children. Good attendance is celebrated in the Celebration Assembly each week.

All requests for absence including medical appointments, must be made by completing a 'Leave of Absence form' as well in advance as possible, of the date of absence. This form is available from the website [Letters for Parents - Dunsford Community Academy \(dunsford-lap.co.uk\)](https://www.dunsford-lap.co.uk) or from the school office. Please be aware that a school can only grant leave in 'exceptional circumstances'.

Where the decision has been made not to authorise a request for leave of absence, and there are 10 or more unauthorised absences within any six-month period (each morning and afternoon is one session, therefore each day comprises two sessions) a Penalty Notice referral may be sent to the Local Authority, who will then make the final decision about whether a Penalty Notice should be issued.

Local Authority Penalty Notice Code of Conduct: <https://www.devon.gov.uk/educationandfamilies/school-information/schoolattendance/absence-from-school-penalty-notices/absence-from-school-penalty-noticescode-of-conduct>

WRAP AROUND CARE

We understand the pressures that working parents have juggling work and school and because of this we provide our parents with a Breakfast Club service from 7.30am until the start of school at 9am. This service is available for Nursery children to Year 6.

Please book and pay for this service on the schools MIS/Cashless Payment system.

EXTRA-CURRICULAR ACTIVITIES

We run a variety of clubs on a termly basis. For more information, please visit our website [Before/after school - Dunsford Community Academy \(dunsford-lap.co.uk\)](https://dunsford-lap.co.uk/governance/policies/before-after-school) or contact the school office.

EDUCATIONAL VISITS

The curriculum is supported and enriched by a planned schedule of events and outings, and we encourage the children to learn from first-hand experiences. We therefore on occasions, will organise an offsite activity for the children, related closely to the work they are doing in the classroom. Often, the visit will entail a short walk around the local area, and we ask parents to complete the Parental Permission slip for Offsite Activities when their child joins our school.

On occasions, the trip may be further afield. We will always notify parents of such trips, and a permission slip will be sent home seeking parent's permission (TSOE3).

Residential trips are offered annually, normally to children in Year 4 & 6.

CHARGING FOR ACTIVITIES

We aim to provide activities that build on the subjects of the Early Years Foundation Stage and the National Curriculum and are important to pupils' experiences. The school does not receive extra funding for these activities and may ask parents for a voluntary contribution for activities such as educational visits, visiting speakers and entertainers. No child will be excluded from such activities if a contribution is not received, but the visit may be cancelled if insufficient voluntary contributions are received. If there is a specific reason you are unable to make a contribution and you would like to discuss this with the Head Teacher, please feel free to make an appointment to do so.

If there is a small profit of less than £2 per child, this will be used to subsidise future activities. If a profit greater than £2 is made, we will inform you and you can decide whether you would like a refund.

<https://dunsford-lap.co.uk/governance/policies/>

PLAYTIMES & TOYS

Playtimes are an opportunity for the children to go out into the playground and enjoy our play zones, where they can play with the playground toys, run around, interact with friends and sit in the quiet areas.

We take children out to play and for fresh air in most weathers, as this supports their readiness for the next stage of learning, so they always need a coat. If the weather is wet, they can always use their Forest School waterproofs too.

Please do not let your child bring in toys from home to the school.

CELEBRATING ACHIEVEMENTS

The achievements that children make within our school are celebrated in a variety of ways, some more formal than others.

These include stickers, Star of the Week, P.E. Awards, Reading Awards, Times Table Rockstars and Attendance.

Friday is the Celebration Assembly where awards are presented. These are all in addition to any class arrangements.

FAMILY SUPPORT TEAM

We value our relationships with parents and understand that sometimes parents, as well as children, need support. We have a Family Support available to help and signpost parents when they join the school family.

COMMUNICATIONS

We believe that parents, children and teachers should all work together in partnership. Two-way communication is very important. There are various ways by which information is sent from school to home, the main one being via the schools MIS system where we send information to you about the school, trips, key dates, news, weekly and monthly newsletters.

<https://dunsford-lap.co.uk/parents/letters-parents/>

We value our parents and carers contribution to school in many ways and your views and ideas for improvement are welcomed at meetings, as well as through questionnaires and surveys.

We hold are three separate consultation meetings during the academic year, each term, and these are an opportunity to discuss your child's progress and targets. Parents and carers will also receive full end of year written reports in the Summer term.

Your class teacher should always be your first point of contact, and we are always happy to meet with parents at other times during the school year should you have a query. Please contact the office for an appointment.

DATA PROTECTION

We are committed to a policy of protecting the rights and privacy of individuals, including pupils, staff and others, in accordance with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act.

We need to process certain information about our staff, pupils and other individuals with whom we have a relationship for various purposes to enable us to fulfil our official functions and meet legal requirements.

Visit <https://dunsford-lap.co.uk/governance/policies/> to find out more including the types of data we collect and our lawful basis for processing.



HEALTHY EATING



INTRODUCTION

We are committed to giving children the opportunity to make healthy eating choices. Devon Norse provides the school with delicious meals that are freshly prepared, nutritionally balanced with locally sourced ingredients. We actively promote our school meals and encourage our children to take full advantage of them.

WATER: Following research showing the beneficial effects of water on health and brain activity, we actively encourage the children to keep up their water intake. Children are encouraged to bring in a named water bottle every day. These are kept in the classroom for easy and frequent access. In EYFS children also have access to self-serve water throughout the day, if they prefer to drink from a cup rather than bottle.

FRUIT: As part of the 'Fruit for Schools' scheme the Reception and Key Stage 1 children are offered a piece of fruit each day.

MILK: This is available to every child and is free to children under the age of five.

SCHOOL LUNCHES

All children in Reception, Year 1 and Year 2 are eligible to receive **free school meals** and will be provided with a hot meal of their choice or a packed lunch from our Catering Team.

From Year 3 onwards, children whose parents are in receipt of specific benefits are entitled to free school meals. Visit <https://dunsford-lap.co.uk/parents/https-school-dinners/> to find out more.

There is currently a choice of main meal, including a vegetarian option, served with vegetables or salad, fresh bread, a pudding, fruit or yogurt, or a packed lunch. You can view the current menus on our website <https://dunsford-lap.co.uk/parents/https-school-dinners/>

If you are not entitled to a free school meal, then a hot meal or packed lunch can be booked and paid for via the schools MIS payment system.

There's so much we consider when developing a primary school menu – variety, colour, taste and texture are all vital to the success of a dish when it comes to our primary school customers. For the younger ones we use taster portions to encourage them to try something new or different. Once the unfamiliar food becomes recognisable, the children are more likely to expand their food choices. Look out for our theme days that will bring together our school lunches and the curriculum!

PACKED LUNCH: Children are welcome to bring packed lunches. Please do not include sweets or chocolates.

TREATS: As we sometimes have children in school with food allergies please do not send in sweets / cakes / chocolates for birthdays or treats, without discussing with the class teachers.

The school understands that some children have special medical needs and/or dietary requirements which fall outside our normal policy and the Head Teacher will discuss the needs of these children with parents on an individual basis.

FREE SCHOOL MEALS

Parents and guardians are encouraged to apply for free school meals when they enrol their child in school as this can also help their child's school to attract additional 'pupil premium' funding to support learning. Please see Registration Form for more information.

HEALTH & SAFETY



PARKING & ROAD SAFETY

Please always park considerately and safely.

Where possible we ask families to walk to school, but if you need to drive please park considerately and safely, thinking about the children and the local residents.

GENERAL SAFETY

SITE SAFETY: The proper use of the playground and play equipment is important. We would ask parents not to allow their children to use the play equipment before and after school.

DOGS: Please do not bring dogs onto the school grounds or tie them up near the gate where parents and children are coming in and out.

JEWELLERY: In the interests of safety please could you make sure that items of jewellery are not worn for school. Children are physically very active and nasty accidents can result from earrings, rings and necklaces becoming caught or pulled. Watches can be easily lost or damaged.

LONG HAIR: In the interests of health and safety please could you make sure that if your child's hair is long, it is tied back during the school day.

SUN SAFETY: The prime message for children and staff is stay out of the sun as much as possible. Cover up with clothing and hats. Use a high factor sun block.

Children and staff should use a high factor sunscreen on any exposed skin, particularly the ears, neck and face even if hats are worn.

Sunscreen should be applied by parents at the beginning of the day. Staff cannot be responsible for applying sunscreen unless there is a medical condition.

BEHAVIOUR

Our school is a community where we believe that behaviour is based on mutual respect, courtesy and consideration for others. We expect all children to appreciate their own and other roles and responsibilities. We have an agreed Positive Behaviour Policy, which is available on our website <https://dunsford-lap.co.uk/governance/policies/>

SAFEGUARDING & CHILD PROTECTION

The school has a duty to ensure that all parents understand our responsibility to safeguard the wellbeing of all pupils, and that this responsibility requires us to have a child protection policy and procedures. If there are concerns about a child, the school may make a direct referral to the statutory child welfare agencies and/or Social Services.

Please see our Safeguarding & Child Protection Policy for more details <https://dunsford-lap.co.uk/governance/policies/>



HEALTH ISSUES

EMERGENCIES: It is essential that the school is kept informed of any changes of address or telephone number. Please ensure that the Administrator has a number where a parent or nominated person can be contacted during the day. It is very distressing for your child if we are unable to contact anyone in cases of sickness or injury.

If a child is hurt during the day, they will receive basic first aid treatment and a telephone call will be made if it is a head injury. Ice packs may be applied and antiseptic wipes. Please let the office know if your child has any allergies i.e. plasters etc.



MEDICINES: If your child has a chronic condition, such as asthma, please let us know and advise us about the medication and complete an 'Administration of Asthma Inhalers in Schools' form from the school office. If a doctor has specifically requested that medicine for any other condition should be administered during the day, please see the Administrator. You will be asked to complete a consent form.

Do not send medication into the school in your child's book bag. Throat lozenges, cough sweets, etc. should not be sent into school.

Please remember to let the office know if there is any change to your child's medication.

ILLNESS AND ABSENCE: We know that children very often want to come to school even if they are not well enough to cope with the demands of the day. Please let them stay at home for 24 hours after any attacks of vomiting or diarrhoea. If your child has been prescribed antibiotics, it means they have an infection and may need time at home for the medication to take effect.

Please phone the school for each day your child does not come into school. If your child is absent for three days or more a doctor's note or medical evidence will be required.

HEAD LICE: Information is available regarding identifying and eradicating the little beasts. If your child is unlucky enough to pick up head lice (and it happens to us all at some time or other) please treat them straight away. If head lice are detected during the school day, you will be asked to collect your child, treat the head lice and then your child can return to school.

SPARE CLOTHES: We have a small supply of spare clothes for children for those little accidents which sometimes occur. We would ask you to wash and return any borrowed items as soon as possible.