

Information for Parents

Dudley Infant School



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web site: www.dudley.e-sussex.sch.uk

Headteacher: Mrs Joanne McCarron- Charles
Chair of Governing Body: Mr William Hamilton

Dear Parents,

Welcome to Dudley Infants School where we know your child will have the best possible start to his or her education because we put our children's needs first.

A recent Ofsted Monitoring Visit confirmed our claim that we care for and nurture our children very well, providing excellent support for their social and emotional needs. Last year we extensively refurbished our outdoor learning environment for the Early Years and are very happy to be able to provide continuous opportunities for outdoor play.

As a team, we are committed to building children's confidence and self esteem in order to enable them to become effective life-long learners. We provide a good, well-planned curriculum which captures the children's imagination and interest, thus ensuring that they are well motivated and have positive attitudes to learning.

We make every effective use of the local community, which we know to be rich in history, to support learning. Recent visits have included individual class visits to the local beach and fishing community and Middle Farm.

Equally important, is our close collaboration with our nearby Junior School, All Saints, where all children are ensured a place upon leaving Dudley.

We value you, as parents, and look forward to working in partnership with you over the next few years.

Mrs Joanne Charles

Mr William Hamilton

PLAY AND LEARN AT DUDLEY



At Dudley Infant School we aim to give children a stimulating and enjoyable start to their school career. We believe that if a child is happy at school s/he will be motivated to learn.

We encourage close contact with parents to ensure your child's happiness and well being. If you have any anxieties or queries, please speak to the class teacher or the Headteacher.

ORGANISATION OF THE SCHOOL

There are two classes for each year group – six classes in all. The two teachers of each year group work as a team, planning together so that the two classes follow the same curriculum.

Topic themes are reflected in different ways in the work of each class. The theme will also be linked through whole school Assemblies.

Careful records are kept of the children's progress through the stages of the National Curriculum. You are invited to discuss their progress with the teacher at regular intervals, but you are also welcome to speak to the teacher informally whenever you wish.

There are at least two formal opportunities during the academic year to see your child's work and to discuss their progress with the teacher.

SCHOOL UNIFORM

The school uniform colours are red tops with grey trousers for boys and skirts or pinafore dresses for girls. Girls may wear trousers if required.

All uniform items are available to order from the school office

P.E. – Your child will need elastic fronted plimsolls, a pair of black or navy shorts and a white T-shirt plus a drawstring bag that will hang on their cloakroom hook. Draw bags are on sale in school - £1.50.

All items of uniform and P.E. must be marked with your child's name. Sew or stick-in-name labels are available from various suppliers. Indelible marker pens are another way to mark clothes. Laundry Pens are on sale in school, £1.50.

ALL CLOTHING MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME.

Items not marked will be put in the Lost Property Box.



Can your child dress and undress for PE?

Can they turn their clothes the "right way out" to put them back on? Can your child dress & undress for P.E. ?



Your child will be happier in school if he/she is confident about hanging up coats and doing up shoes.

SCHOOL MEALS

A school meal is available at a charge set by the company that supplies meals to the school. A menu is sent out each term and these need to be returned with payment to the school kitchen or can be booked and paid for online with parent pay.

Free Meals are available for those who receive Income Support or Child's Tax Credit. Please ask in the office for an application form. We ask that you register for free school meals even if your child will have a packed lunch. The number of children eligible for free meals affects the funding the school receives.

Children may bring a packed lunch in a lunch box – please mark it clearly with your child's name.

HEALTHY SCHOOLS

The school was awarded an upgraded healthy schools status. We request that chocolate not be sent in children's packed lunches. Fresh fruit is provided for all children daily as well as milk for children under the age of five. Milk can be arranged at a charge for children over five.

Drinking water is available in each wash area and all children get a drink in the morning and afternoon.

PHOTOGRAPHS of CHILDREN

We often take photographs of children during the school day. You will be asked whether you approve the use of such pictures used in any publications.

SAFETY

If your child has earrings please make sure they only wear plain studs as anything else could be dangerous for activities in school.

PARKING

Please **DO NOT PARK OR STOP** on the yellow zigzag lines outside the school – the lines are there to ensure maximum visibility for children and drivers passing the school when the children are coming into and out of school.

MONEY

When your child brings money into school for dinner money, an outing or book club please put it in an envelope with your child's name on it. This is for your security

HOLIDAYS IN TERM TIME

Our school is committed to helping every child achieve their full potential. If they are to do this it is important that they attend school punctually and regularly and are in school every day. We therefore will not authorise holidays in term time. We follow the East Sussex County Council guidance to not authorise such absences.

If you do take a holiday out of the school holiday dates a "Request for Leave to be Absent on Holiday in Term Time" form must be completed at least 14 days before the start of the holiday. You may get this from the school office.

TOYS /SWEETS

Please do not allow your child to bring toys or sweets to school. They cause problems between friends.

SCHOOL TIMES

8.55am	The school bell is rung in playground and the teachers meet their classes.
10.30am	School Assembly – in the Hall.
10.45 – 11.00 am	Playtime
11.50 pm	Children prepare for lunch.
12.00 noon	Part-time children go home.
12.00 pm	Lunch – Reception
12.15 pm	Lunch - Year 1
12.25pm	Lunch – Year 2
1.00 pm	Reception Afternoon Session
1.15pm	Year 1 afternoon session
1.25pm	Year 2 afternoon session
3.05pm	Teachers bring their classes into the playground to meet parents.

ATTENDANCE

The responsibility for ensuring that children attend school regularly and punctually rests with parents. A late start to the day is unsettling for a child and causes administrative problems.

Parents must inform the school of the reason for absence so that the absence can be authorised. You should telephone the school on the first day of absence and send a note when your child returns to school.

Please make sure that your child is at school by 8.55am. Once the register has been taken lateness has to be recorded as an unauthorised absence. You must report to the school office if you arrive late with your child to ensure correct registration.

HEALTH

We have a number of staff qualified in first aid, including Paediatric First Aid

Please keep children at home if they have heavy colds or coughs - a day or two at home will shorten the illness and prevent other children being infected. If your child vomits during the night or early in the morning of a school day please **do not** bring them to school.

All children take part in P.E. and go outside at playtime – if they are not well enough to be in a P.E. lesson or to go outside they should not be in school.

HEAD LICE – Please comb and check your child's hair regularly. If you are not sure what to look for please see a First Aider in school. Tell us if you do find anything (eggs or live lice) so that we can alert the rest of the class.

STAFF

Headteacher	Mrs J McCarron-Charles
Deputy Headteacher	Miss A Day

Year 2

Teachers	Miss J Hodd Miss A O'Regan
Teaching Assistants	Mrs S Matthews Mrs D Storey

Year 1

Teachers	Mrs C Harris Mrs T Sleet
Teaching Assistants	Mrs L Medhurst Mrs S Butler

Reception

Teachers	Miss E Kenworthy Miss J Bourne
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Teaching Assistants	Mr M Dean Mrs A Crabb Mrs A Gallagher Mrs H Pain
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Special Education Needs.

Inclusion Manager	Ms A Waterhouse
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School Business Manager	Miss L Eglington
School Secretary	Mrs J Froude
Finance Assistant	Mrs S Poole

Midday Supervisory Assistants.	Mrs J Booker Mrs D Johnson Miss C MacKenzie Mrs J Hayes. Mrs D Davies Mrs T Baldock
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GOVERNORS

Chair	Mr William Hamilton
Vice-Chairman	Mr Dave Froude
Local Education Authority	Mrs Pat Smart Mrs Rhona Clarke
Parent Governors	Mrs Anna Edwardes Ms Shabana Bayjou Mrs Vikki Young Vacancy
Community Governors	Mr David Froude Mr William Hamilton Mr Alex Campbell Vacancy
Teacher Governor	Miss Jenny Hodd
Support Staff Governor	
Clerk to Governors	Ms Erica Wilkinson

All Governors can be contacted via the school or email clerktogovernors@rocketmail.com

IS YOUR CHILD READY FOR SCHOOL?

When your child comes to school they need to be able to look after themselves but also to be able to communicate their needs to an adult. Please encourage your child to speak to people other than yourself and to talk about all that goes on around him/her.



Encourage your child to tidy away their toys.

Can they recognise their own name?

If possible give your child opportunities to play with others & learn to share



Can your child use a handkerchief or tissue on their own?



Your child will need to be able to use the toilet properly and flush the toilet after use. Show them how to always wash their hands after going to the toilet and help them learn to pull up pants etc.



HELPING YOUR CHILD BEFORE THEY START SCHOOL

Develop your child's language.

The most important way to your children learning is through talking about what they do.

They need to learn: -

- The names of things
- To ask for what they want
- To put words together so that they can communicate with others
- To tell others about their experiences and observations.

Children need to **know** words before they read them. So use every opportunity to talk to your children and increase their vocabulary.

Share books with your children.

Please share books and stories with your children. A bedtime story can be the special time you have with your child, when they feel safe and secure with just you before going to sleep.

Your child will: -

- Get to know about books and how they work
- Come to love books
- Learn new words from these books
- Widen their knowledge and experience from these books

Sharing Nursery Rhymes and Songs

Please enjoy Nursery Rhymes and songs with your child.

Children who know Nursery Rhymes learn to read more easily because: -

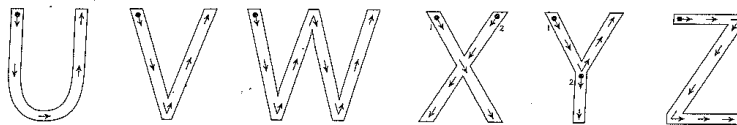
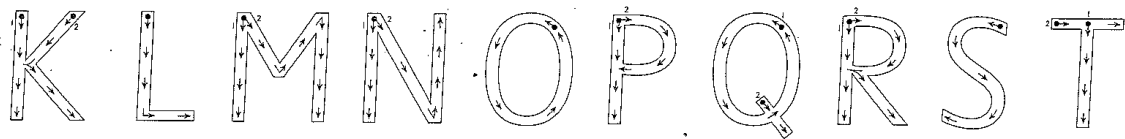
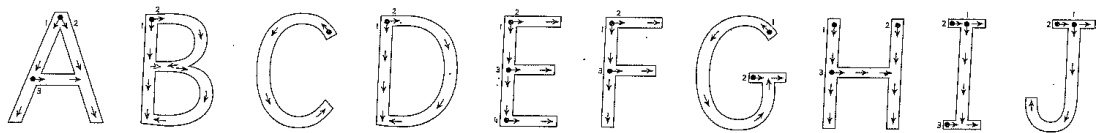
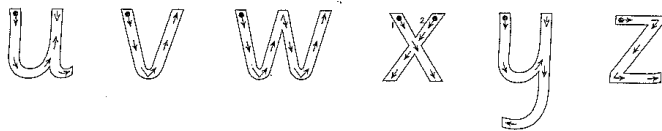
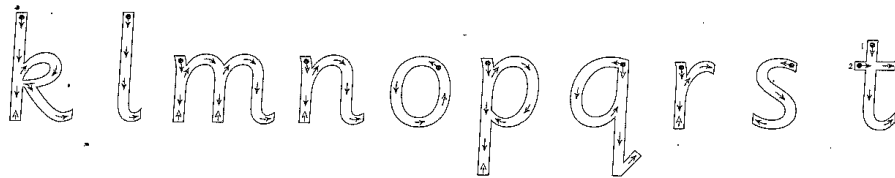
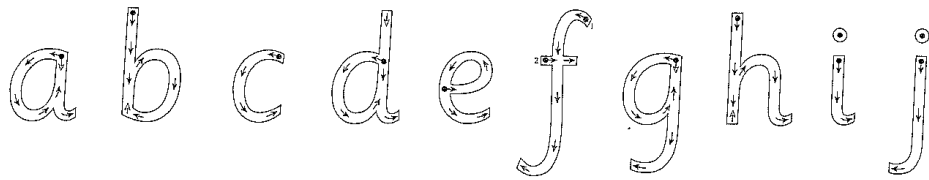
- They can hear the sounds made by words
 - They are able to learn the sounds that will help them to read and then to spell
- Songs also contain rhymes and sounds.

More ways to help your child extend their language

- Answer their questions
- Ask questions which encourage your child to think
- Let them speak on the telephone
- Talk about things you have done after the event
- LISTEN to your child, give him/her time to speak
- Tell stories and let him/her tell you stories
- Comment on things as they happen (the look of the bubbles in a bath, changes in the weather etc etc.)
- Let your child help you cook or do the housework and talk to them using words like 'light', 'heavy', 'more than', 'less than'
- Discuss the smells and tastes and feel of things
- Look at pictures and talk about what you see
- Point out words around us – street names, shop names etc.

When we talk about letters we emphasise their sounds rather than their names, please ask if you are not sure.

This is the way we write the letters – remembering to always start the formation of the letter from the top.



It will help your child if s/he can recognise his/her name. PLEASE use lower case letters and NOT capitals, except for the initial letter.

We write our numbers like this.

1 2 3 4 5 6 7 8 9

Friends of Dudley

Parents of Dudley (POD) organises events to raise money to purchase extras for the children in the school and arranges social events for parents.

If you would like to be involved with POD in any capacity please contact a committee member for more information.

Help in School

If you, or your child's grandparents, have some spare time, please come and help us in the classroom. An extra adult who enjoys children is an invaluable help to the teacher and children. All people who work in school are subject to Criminal Records Bureau checks.

There are many tasks that need doing in order to maintain a high-quality environment for our children i.e. repair of equipment, maintenance of the pond and garden. If you feel that you can offer any time or experience, do please speak to us.

Outings

We also need and value parents who will accompany a class on trips out of school. Your child does NOT need spending money for outings.

COMMUNICATION BETWEEN SCHOOL AND PARENTS.

Our aim at Dudley Infant School is to work in partnership with you – parents and carers of our children – to provide a happy and secure time at school.

Concerns: - We have an open-door policy in that you are welcome to come into school at any time. We need to have a two-way communication between home and school for the benefit of your child. Please let us know if your child has any worries or is unhappy in any way. Tell us if there are problems at home so that we can give them the necessary support. Likewise we will speak to you if we have any concerns.

Daily Contact: - The teachers meet and hand over the children at the start and end of the school day. Please do not hesitate to speak to them to pass on information or concerns about your child. If you need to speak in private about your child, please make an appointment to see your child's teacher.

Teachers may use this opportunity to speak to you if there are concerns.

Reading Folders: - The reading record that is in with your child's book is the place you can record when you read with your child at home.

Newsletters: - Information about school events, dates for your diary and reminders are included in the weekly newsletters. The newsletter and any other letters are usually put into your child's book bag – please check it when you read with your child.

Blackboards: - There are three blackboards in the playground where we post up notices and reminders. There is also a Parent Information board with information from the school and Parents of Dudley.

Absence: - If your child will not be in school for any reason (illness, medical appointment etc), please telephone the school during the morning of the first day of absence.

Parent Consultations/Open Evenings: - There will be at least two formal opportunities to see your child's work and, if necessary discuss your child's progress with the teacher. The Annual School Report for your child will be sent you during Term 6. Dates of Parents consultations we will be advised through the weekly newsletter.

Year Group meeting: - In September/October there will be a meeting in the Hall for parents of each year group when we will share with you our expectations for that year. Mrs J Charles, Headteacher, is always happy to discuss any concerns you may have. Please do not hesitate to make an appointment to see her.

Parent Governors: - There are four parent governors :-

Mrs Anna Edwardes

Mrs Vikki Young

Miss Shabana Bayjou

Vacancy

The Chair of Governors is Mr William Hamilton.

Please talk to them if you have any concerns which you feel unable to take to Mrs J Charles.
If need by the governors can be written to via the school or email at
clerktogovernors@rocketmail.com