



ST. DUNSTAN'S

Dear Parents,

St. Dunstan's is a happy, successful, Catholic primary school which puts children at the heart of what we do. Our mission is to put into practice what it means to be Catholic; a community of faith rooted and centred on the person of Christ, where all live out the values of the Gospel.

Our educational priorities are based on an enriched and balanced curriculum that enables the children in our care to become successful learners who enjoy learning, who make good progress and who achieve.

The development of the whole child is paramount and we encourage our children to show kindness, respect and consideration towards others. Our children are encouraged and nurtured to become confident individuals who lead healthy and fulfilling lives.

We value highly our strong relationship with parents and community. If you would like to visit the school you are very welcome. Please contact the School Office by email on: info@stdunstans.surrey.sch.uk or by telephone on 01483 715190 to find out about our open mornings.

I hope you find this brochure useful and informative.

Mrs Julianne Birch
Headteacher

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The content of this document represents the information required in Schedule 2 of the Education (School Curriculum and Related Information) Regulations 1989 and relates to the school year 2009/10.

The information was correct as at September 2009.



ST. DUNSTAN'S

OUR MISSION

St. Dunstan's Catholic Primary School, in partnership with the parish and parents, will provide quality Catholic Education. Through the love of God, we will foster individual pupil uniqueness spiritually, academically, emotionally, socially and culturally and by encouraging each child to strive for personal achievement and an awareness that their contribution is necessary for the good of the community.

ETHOS AND VALUES

We will provide a disciplined, challenging yet caring atmosphere where

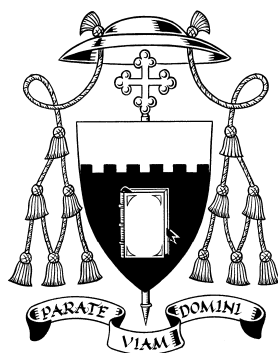
- ❖ children develop confidence, moral awareness, a sense of responsibility, enquiring minds and discover how best to learn.
- ❖ staff are developed and empowered to fulfil their potential and supported with Continuing Professional Development.
- ❖ parental support and involvement in the education of their children will be encouraged.
- ❖ the whole curriculum including Mass, liturgies and prayer will be an integral part of the development of our Catholic community.

St. Dunstan's Primary School will create and maintain an environment which will attract and retain staff who possess the necessary skill to meet the needs of all our children.

OUR VISION

St. Dunstan's School will be a focal point of the community and have the reputation for being a Catholic school where children are happy, strong in faith and strive for high academic and personal achievement.

Reviewed and updated at Strategy Governors' meeting on 24th June 2008



DIOCESE OF ARUNDEL & BRIGHTON

VISION STATEMENT

Our Schools enable the Church to reach out to a new generation often unsure what to believe, sometimes from families whose links to the Church are tenuous. We offer a witness to God's love for the young by educating them to become architects of their own freedom and agents for a better world. We try to build inclusive educating communities where prejudice, bullying and discrimination are overcome by an appeal to a common Faith and the exercise of Charity. We also embrace the brokenness and fragility of our own society and bring into the Church community the cares, concerns and the struggles of our pupils and staff and their families and friends. We strive to nurture their faith and build up their hope by the exercise of an active charity in the complex context in which we live.

INTRODUCTION

ST. DUNSTAN'S CATHOLIC PRIMARY SCHOOL

St. Dunstan's Catholic Primary School is a parish school attached to St. Dunstan's Catholic Church in Woking, Surrey. The school is set in extensive grounds in a residential area to the south of the town centre. An outdoor swimming pool enables us to teach swimming during the summer months.

St. Dunstan's is a voluntary aided school for Catholic children aged 4 - 11 years.

The partnership between school, home and Parish is essential, as we believe that children develop best within this close community. Our Parish Priest and school Chaplain are regular visitors to school. Liturgies and Mass are celebrated regularly and parents are always welcome to join us in prayer.

St. Dunstan's was reassessed for the Investors in People Bronze Standard in July 2009. We also hold the following awards; Healthy Schools Award (July 2003), Working With Parents Award (January 2006), Basic Skills Award (October 2007), International Schools Award (September 2008) and Active-Mark Award (2009).

HISTORY OF THE SCHOOL

The first entry in the official log book states:

"The school opened on September 3rd with 137 children on roll and three full time assistant teachers, a secretary and three dinner supervisors." That was in 1957, but the history of the school goes back even further. Canon O'Connor, the Parish Priest of Woking, had planned to build a school for the young Catholic children of the Parish, but it was not until the Red House in Onslow Crescent became vacant that his dream was realised.

Eventually, the property was purchased and renovated and made ready for its first intake - twenty children under the care of Sister Conrad. More and more children arrived and whilst they worked, the builders began to clear the site and to lay the foundations of the new school. This was opened in 1957, with Miss Enright as the Head Teacher of the Infants and Sister Conrad Head Teacher of the Juniors. Two schools housed in one building but both under the patronage of St. Dunstan's.

The first St. Dunstan's Primary School was officially opened by Archbishop O'Hara, the Apostolic Delegate for Great Britain on May 22nd 1958 but in 1971, with the opening of St Francis First School nearby, St. Dunstan's became a Middle School for 8 - 12 year olds.

With Surrey's decision to revert to Primary education, St. Dunstan's Primary School was opened in September 1993 and blessed by Cormac, Bishop of Arundel & Brighton, on January 14 1994. Set in pleasant and mature grounds with sports pitches and a swimming pool, the school caters for 4 - 11 year olds. Golden Jubilee Celebrations were begun in May 2007 and concluded with an afternoon of celebration with former teachers and pupils in June 2008.

STAFF LIST 2009/2010

<u>Headteacher</u>	Mrs J. Birch
<u>Deputy Headteacher</u>	Mrs S. Baker
<u>School Chaplain</u>	Father David Parmiter

Class Teacher	Responsibilities	Class Teacher	Responsibilities
Mrs S. Baker	Ldr of Personnel/Religious Education	Ms M. Murphy	Music
Mrs T. Creaven	Ldr of Pupil Welfare & Inclusion /EPR	Miss A. O'Donovan	SENCO
Mr N. Lewin	Ldr of Extended Schools/Mathematics	Mrs K. Rapley	Foundation Stage /DT
Mrs S. Loveder	Ldr of Curriculum / Science	Miss A. Trimmer	
Mrs L. Claassen	Ldr of Data & Targeting/ICT	<u>Part Time Teachers</u>	
Mrs C Clarke	Art & Display	Mrs L. King	
Mrs J. Costin		Mrs E. O'Dell	MFL
Mrs B. Friery		Mrs N. Osborn	Library
Miss N. Maloney	Literacy	Mrs S. Turner	Pupil Voice
Mrs G. Morganti	Physical Education	Mrs L. Watts	
		Mrs J. Wayte	
		Mrs V. Willcocks	Outdoor classroom & ECO award

Administrative Staff

Mrs H. Murphy	Administrative Officer
Mrs R. Cook	School Assistant
Mrs A. Murray	PA to Headteacher/ Admissions Secretary/Clerk to Governors
Mrs C. Turner	School Assistant Finance /Support Extended Schools
Mrs R. Turner	Reprographics / Spiritual Support / School Assistant
Mrs J. Winton	Senior School Assistant

ICT Technician

Mrs C. Whiteway

Caretaker

Mr B. Jamieson

Learning Support Assistants

Mrs C. Bates	Reception	Mrs W. Bayless	Yr 3
Mrs G. Hockley	Reception	Mrs A. Webb	Yr 3
Mrs A. Middleton	Yr 1	Mrs S. Oliver	Yr 4
Mrs S. Morris	Yr 1	Mrs E. Sole	Yr 4
Mrs T. Ingram	Yr 2	Mrs R. Turner	Yr 5
Mrs M. Abbot	Yr 2	Mr D. Coombes	Yr 5

Special Needs Assistants

Ms M. Ferrari	Mrs S. Hopper	Mrs S. Rondeau-Smith
Mrs C. Grady	Mrs J. Kinnell	Mrs J. Smith
Mr D. Gunning	Mrs A. Preston	Mrs E. Sole

Midday Supervisors

Mrs S. Morris (Senior Midday Supervisor)	
Mrs C. Bates	Mrs S. Hopper
Mrs M. Depiano	Mrs T. Ingram
Ms M. Ferrari	Mrs A. Middleton
Mrs C. Grady	Mrs E. Sole
Mrs Y. Harris	Mrs F. Trillo
Mrs G. Hockley	

Breakfast Club

Mr D. Gunning
Mrs S. Oliveria

After School Club

Mrs S. Rondeau-Smith
Mrs E. Bennett
Mrs S. Oliveria

Catering Staff

Mrs F. Sapia (Caterer)	Mrs M. Morreale Mrs A. Colairo Mrs B. Greer
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ST. DUNSTAN'S SCHOOL ADMISSION POLICY & PROCEDURE - PLEASE SEE SEPARATE INFORMATION SHEET.

VISITS BY PROSPECTIVE PARENTS

Prospective parents are welcome to visit St. Dunstan's school. We hold two open mornings each year when there is a presentation by the Headteacher and tours of the school by pupils.

EXTENDED SCHOOLS

The school is part of the Woking Confederation of schools and continues to develop its provision of the Extended Schools Core Offer.

BREAKFAST CLUB

The school has its own Breakfast Club providing a nutritious, calm and safe start to the day for those pupils arriving early at the school site. Pupils may arrive from 7.45a.m.

AFTER SCHOOL CLUB

The school has its own After School Club which provides care and activities for pupils between 3.20p.m. and 6.00p.m. The After School Club is administered from the School Office.

STEPPING STONES NURSERY

Stepping Stones Nursery opened in September 1997. The nursery is an independent unit set within the grounds of the school in the St. Francis Annex. The nursery admits children from the age of three. Sessions are from 8.45a.m. - 11.45a.m. and from 12.00p.m. - 3.00p.m.

The nursery has its own admission policy.

Admission to the nursery does not guarantee admission to the main school. Contact the Nursery Manager on 01483 730052.

OTHER CLUBS AND ACTIVITIES

The school offers an extensive range of extra-curricular clubs and activities. Please see pages 18/19.

COMMUNITY LINKS

The school has a very close relationship with St. Dunstan's Church and St. John the Baptist Secondary School and we are looking to further develop our links throughout the local community.

GOVERNORS

The Governors have the overall responsibility of supervising the strategic direction of the school, its curriculum, appointing staff, deciding an admissions policy and administering the school's annual budget. There are eight Foundation Governors appointed by the Diocese of Arundel & Brighton, one Local Authority Governor appointed by Woking District Council and four elected Governors; a teacher, a member of the support staff and two parents. The Head Teacher is also a Governor. The Foundation, Parent & Staff Governors are appointed for a term of four years. The Local Authority Governor's term of office is according to Council regulations. The aim is to have some parents with children currently in the Catholic Education system. Governors elect their Chairman & Vice Chairman annually. A list of the board of Governors is set out below. Correspondence for the School Governors should be addressed to Mrs Alma Murray, Clerk of Governors, at the school.

GOVERNORS

<u>Name</u>	<u>Category of Appointment</u>	<u>Date Appointment Ends</u>
Mrs J. Birch	Headteacher	
Mr J. FitzGerald - Chairman	Foundation	August 2013
Mr P. Jones - Vice Chair	Foundation	August 2013
Dr. A. Foulkes	Foundation	August 2013
Canon F. Harrington	Foundation	August 2013
Mr D. Heffernan	Foundation	August 2013
Mr M. McGrath	Foundation	August 2013
Mr A. Sharman	Foundation	August 2013
Mrs M. Smith	Foundation	August 2013
Mrs S. Marks	Local Authority Governor	August 2013
Mr N. Lewin	Teacher Governor	December 2014
Mrs S. Oliver	Support Staff Governor	August 2013
Mrs J. Derrick	Parent Governor	August 2013
Mrs S. Saul	Parent Governor	August 2010

GOVERNORS' MAINTENANCE FUND

All Governors give their time voluntarily and are given no financial assistance for the performance of their duties yet they are financially responsible for a considerable portion of repairs and maintenance because we are a Voluntary Aided school. This means that the Governors have to pay the bills and then claim back 90% from the DCSF. This can take many months, even years. Apart from insurance and occasional glass repairs, every now and again there is a major item such as the performing arts studio, external painting, fire-precaution work, or repairs to roofs and gutters.

All parents are asked to make a minimum contribution of £42 per family per year to the Governors' Maintenance Fund. Audited accounts are published annually. The fund is provided exclusively by parents of children attending our school. Therefore, in all fairness every family is asked to contribute.

CURRICULUM

LEARNING and TEACHING

At St. Dunstan's we believe that children learn most effectively when they are actively involved and enthusiastic about their work. Initially, learning will be relevant to the child's own experience, but by developing and broadening children's experiences through direct teaching, challenges, practical problem solving activities, visits and field work, their knowledge, interest and understanding will also develop and broaden.

ASSESSMENT PROCEDURES

Assessment will take place continuously so that teachers can identify any problems children are experiencing, adapt their teaching methods and monitor children's progress.

During the course of each term, teachers formally assess the core subjects of English, Maths and Science. Foundation subjects are assessed as appropriate, frequently relating to the topic being studied at the time.

PLANNING THE CURRICULUM

The curriculum is based on our Catholic philosophy that Christ is at the centre of our learning; academically, socially and morally. Religious Education follows the 'Here I Am' Programme as recommended by the Bishops of England and Wales. All other subjects follow the National Curriculum guidelines. Subject Leaders work together to map out the curriculum and skills which children will be taught during their primary years.

SPECIAL NEEDS

Many children at some time in their school career will have Special Educational Needs (SEN) of some kind, either academic, behavioural or social. We at St. Dunstan's have a co-ordinated response to identifying and addressing individual educational needs and if appropriate seek the help and expertise of external agencies.

The St. Dunstan's Special Educational Needs Policy is based on the Code of Practice issued in 1993 and revised in 2008. It describes the support we give to children with Special Education Needs. This policy is also available for parents/guardians to read in school, as is the Revised Code of Practice.

Any parent/guardian who is concerned, in any way, about their child's development, should contact their child's class teacher or Miss A. O'Donovan who is the Special Educational Needs Co-ordinator (SENCO).

If a concern is expressed about your child's development, a defined set of procedures is adopted to establish the nature of the difficulty. This involves a graduated approach.

Gifted and Talented

At St. Dunstan's we recognise that we may have pupils of exceptional ability as measured against County and National norms, either across the curriculum or within one or more specialised areas. We ensure these pupils receive a broad, balanced, challenging and relevant curriculum, which enables them to attain their potential. We recognise that children learn best when they are actively involved, they experience success, have a positive image of themselves, feel confident to make mistakes, understand the nature of the task and can proceed and extend their knowledge and skills through problem solving.

Arrangements for children with disabilities

St. Dunstan's is an all-inclusive school and the admission policy sets out the arrangements for applications. All children are valued in our school community and are encouraged to develop positive attitudes about themselves and towards each other. There is access to the school and toilet provision for children with disability. At present there is no access to the upper floor. This is an area for future development to increase access.

RELIGIOUS EDUCATION

At St. Dunstan's, all our teaching is rooted in the Gospel Values as revealed to us by Jesus Christ. We aim to support, extend and clarify the experience of Faith given to our children by their families and the Parish. Religious Education is not taught as a discrete subject but permeates all areas of the curriculum and of school life.

The children follow the "Here I Am" scheme recommended by the Diocese. It is incorporated into the School's own programme of study which helps the children to develop and express their Faith by meeting God and growing into a personal relationship with Him. The Governors expect that every pupil at St. Dunstan's takes a full and active part in RE lessons and the worship life of the school. Each child has the opportunity to participate in Masses and Assemblies, to celebrate Holydays and Special Feast Days, to learn and understand prayers and hymns, to know and understand the Sacraments and to hear Bible stories. At the start of each new 'Here I Am' topic a parent's information sheet is sent home.

FOUNDATION STAGE (Early Years)

We believe that early education provides the essential foundation for all future learning. Children start in our Reception class in the September of the academic year in which they turn five. They will be offered a curriculum that follows the guidelines of the Foundation Stage and stimulates, enriches and extends learning through access to a broad variety of first hand experiences and activities, both indoors and outside, which will help children to achieve the Early Learning Goals. In this way, the children will be well prepared for following the National Curriculum in Years 1 and 2.

MATHEMATICS

Mathematics is an important part of the curriculum that provides a set of vital skills for life. We aim to develop confidence in logical reasoning, problem-solving skills and the ability to think in abstract ways. Mathematics is a way of teaching flexibility, initiative, accuracy and logical thinking and should be a source of interest and fun. Children are motivated to participate in the Head Teacher's Maths Challenge which encourages the development of multiplication tables and basic mathematical concepts as they progress through the school. Teaching and planning follows the Revised Numeracy Framework.

In Years 3, 4, 5 and 6 children are set into ability groups.

ENGLISH

The English curriculum is carefully planned to provide continuity and consistency throughout the school in the acquisition of the key skills according to the Revised Literacy Framework -

- ❖ Listening and speaking confidently;
- ❖ Reading and understanding a range of texts;
- ❖ Producing quality writing where there are essential elements of grammar, spelling, punctuation and handwriting.

Activities are planned and assessed across the curriculum to the appropriate needs of every child. This is achieved through group work, whole class tasks and individual programmes. In Years 3, 4, 5 and 6 children are set into ability groups.

All classes regularly use the school library.

SCIENCE

Scientific knowledge and understanding is an essential skill for any young person living within today's 'scientific society'. Science helps children to understand the world in which they live, it trains their minds to enquire systematically and thereby reach rational decisions. Science develops a concern in children for the environment, encouraging respect for all life forms and an appreciation of the interdependence of life. Scientific literacy requires a knowledge of basic science and the need to teach relevant concepts before investigation is considered essential to the development of children's understanding. Through scientific enquiry and the skills needed to investigate scientifically, children learn to look at the world around them as an exciting place that longs to be discovered.

DESIGN & TECHNOLOGY

Design and technology gives children the opportunity to develop skills that will prepare them to participate in tomorrow's rapidly changing technologies. They learn to think creatively and problem solve as individuals and team members. The children design and construct using a variety of materials and are encouraged to evaluate and modify their work.

GEOGRAPHY

Through Geography we aim to foster in children an awareness of particular places, starting with the locality of the school and then extending to other places, both environmentally and culturally. We aim to give them a sense of their place in the world and the problems and issues affecting us today as well as developing their skills, knowledge and understanding through direct experience, practical activities, mapwork and fieldwork.

HISTORY

The teaching of History at St. Dunstan's will be primarily through a topic approach. To fulfil National Curriculum requirements, some topics covered will have history as the main focus whilst other topics have a broad theme into which the history element will be integrated. We aim to

stimulate and foster the children's interest in the past and for them to develop an understanding of the present through its relationship with the past. This will be accomplished by encouraging and developing the children's awareness of different people's place in history and the achievement of different cultures. Wherever possible, historical enquiry will be made through field trips and the use of the local area.

MODERN FOREIGN LANGUAGES (MFL)

French is now taught weekly throughout Key Stage 2, using the Early Start scheme. Initially the children develop the skills of speaking and listening, with DVDs, songs and games being widely used. In Year 5 and 6 the additional skills of reading and writing are introduced, using the interactive whiteboards. In Yr 5 we run half a term of German instead of French, in order to prepare those who will be making their choices for St John the Baptist School. We aim to provide the children with an enjoyment of the language, a firm foundation on which to build and frequent opportunities to use their language skills, including with native speakers and at our annual French Café. We celebrate International Week each year, where we look at various languages and customs around the world, developing curricular links and trying out new languages.

MUSIC

Music is a subject which offers a wide experience and is an area we are seeking to develop further at St. Dunstan's. In addition to the subject offered as part of the curriculum, peripatetic teachers visit the school to teach clarinet, saxophone, flute, violin, brass, guitar, piano and keyboard. Participation in school assemblies is another opportunity to develop musical talent.

ICT (Information and Communication Technology)

Information and Communication Technology is already part of our daily lives and it is becoming increasingly important. Children in St. Dunstan's School build a broad and balanced knowledge of ICT through the many networked computers which have access to the internet via Broadband, interactive whiteboards and laptops that can be used within the classroom environment. The children experience ICT in two phases; one is through the teaching of discrete ICT where children have the opportunity to use ICT to communicate information in the form of words and graphics, use the Internet, handle data, store, sort and retrieve information and control devices such as turtle robots by means of programs which they have formulated themselves. The second phase is through the use of cross curricular teaching where the class teacher will use ICT as a teaching and learning resource in all aspects of the curriculum.

E-SAFETY

As part of the curriculum children's work may occasionally be electronically published. Appropriate images and video that include children may be published, on password protected sites as well as the school website, subject to the school rule that photographs will not be accompanied by pupil names. Children are taught how to keep themselves and their personal details safe whilst using the

internet, and internet safety rules are displayed in all classrooms. Parents and children are asked to agree to uphold the school's e-safety policy. Parents with any concerns regarding e-safety are encouraged to see the ICT Co-ordinator to discuss their concerns.

EDUCATION IN PERSONAL RELATIONSHIPS (including Sex & Relationship Education)

The Governors and staff of St. Dunstan's School believe that Education in Personal Relationships is an essential part of a holistic education since its focus is the individual, uniquely created by God in His own image. Through SRE (Sex and Relationship Education) children come to understand more about themselves others and the beauty of creation. It is also an essential part of the preparation that our pupils need for adult life.

In our Catholic School, education in personal relationships is based on the teaching of the Church which presents the truth about human life disclosed to us in Christ. Jesus shows us God's love for humanity and invites us to imitate that love in every aspect of our lives. Through our personal relationships and sexuality, which are gifts from God, we express our identity as God's children. In this way we grow in freedom and realise our potential.

Such an approach also enables the school to fulfil the requirement of The Children Act (2004) which requires all professionals to work towards helping children achieve the five national outcomes: staying safe; being healthy; enjoying and achieving; making a positive contribution; and economic well-being.

PHYSICAL EDUCATION

The school programme, curricular and extra curricular, develops those skills and attitudes conducive to involvement in an active and healthy life style whilst raising awareness of leisure opportunities.

Children participate in competitive sporting activities. The P.E. Department selects various teams to represent the school in activities offered by WASPS (Woking Area Sports Primary Schools). However, in addition to the selected squads, all children have the opportunity by the end of Key Stage 2 to join clubs offered from a variety of sporting areas (e.g. netball, football, rugby, athletics, cricket and rounders).

ART & DESIGN

In our Art Education, we seek to encourage pupils to become visually literate, to understand and use Art as a form of visual communication, to encourage their natural abilities and to develop particular creative and technical skills. Children will be given the opportunity to work with textiles, graphic materials such as paper, paint and printing inks and construction materials such as wood, metal and clay.

EQUAL OPPORTUNITIES POLICY

The Governors and staff of St. Dunstan's Catholic School value and respect equally all children, their parents, teaching and non-teaching staff. Our aim is to ensure that each child and adult is an important member of our school community. We believe that boys and girls should have equal

access to all areas of the curriculum, so that they develop positive attitudes towards themselves and each other. They can then be equally free to choose what direction they wish to take and develop in their lives.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

St. Dunstan's is committed to making appropriate provision of teaching and resources for pupils for whom English is an Additional Language and for raising the achievement of ethnic minority pupils who are at risk from under-achievement. The school will identify individual pupil's needs, recognise the skills they bring to school and ensure equality of access to the curriculum.

INFORMATION ABOUT THE SCHOOL

ANTI - BULLYING POLICY

Bullying will not be tolerated at St. Dunstan's School and every effort is made to ensure that it does not occur. Bullying is the wilful conscious desire to hurt, threaten or frighten someone else. Any incident that occurs should be reported immediately to the class teacher. All classes review behaviour management and rewards and sanctions at the start of the school year. Staff take a proactive stance in providing a secure and safe environment for pupils in their care. Parents can send their children to St. Dunstan's in the confident knowledge that they will be protected from bullies.

A child may be upset because of a playground incident which is not actually bullying. It is important that home and school have similar values when dealing with incidents and work together if a problem arises.

CHARGING & REMISSION POLICY

The Governing Body has agreed to adopt the Surrey Policy on Charging for School Activities which is in accordance with the 1988 Education Reform Act. A copy of this document is available at the school for anyone who wishes to refer to it.

In effect, the school cannot charge parents for any activity which takes place during school time but can ask parents to make a voluntary contribution. As the school cannot fund such visits, we ask parents to support the activities so that they may continue. No child will be treated differently whether or not his/her parents have contributed. However, the school budget is so limited that if too many parents are reluctant to make a contribution, the activity will have to be cancelled.

CHILD PROTECTION

The Governors and teachers of St. Dunstan's school maintain that it is the right of each child to be protected from abuse and will follow the procedures of Surrey County Council when it is suspected that a child is being abused. The prime concern will be the interests and safety of the child and the appropriate action will be taken immediately to prevent further harm to the child.

Mrs J. Birch the Head Teacher is the Child Protection Liaison Officer and Mrs T. Creaven Leader of Welfare & Inclusion deputises in this role if an emergency arises. The school has a total commitment to safeguard and promote the welfare of children and expects all staff and volunteers to share this commitment. All staff are subject to CRB checks and satisfactory references.

COMMUNICATION POLICY

At St. Dunstan's Catholic Primary School, we aim to be a place where love of one's neighbour is obvious at all times and where all members of the school community have equal access to appropriate opportunities for questions, suggestions and discussions.

The school subscribes to a web programme for sending information to parents. To receive this service we ask you to register with www.parentmail.co.uk. The school website is also a source of valuable information www.stdunstans.surrey.sch.uk.

COMPLAINTS PROCEDURE

St. Dunstan's aims to provide quality Catholic education. Nevertheless, things go wrong occasionally and you may wish to make a complaint. In most cases it is best to approach the Head Teacher as most difficulties can be resolved through discussion. If it is not possible to resolve the problem, then a formal complaints procedure can be put into process. Full details are available from the school office.

You may wish to report a matter of Health and Safety. Please do so through the school office.

FREEDOM OF INFORMATION

Under the Freedom of Information Act 2000, St. Dunstan's endeavours to be clear and proactive about the information that is made public. A copy of the Policy can be obtained from the school office.

FORMAL CONTACT WITH SCHOOL

The school year begins with the introduction to year talks for parents. These allow parents to meet their child's class teacher and hear a broad overview of plans for the curriculum and class activities for the coming year. There are two parent/teacher interview evenings during the year, the first in October and the second in February, both occurring just before half-term. At the end of the school year parents receive a full written report of their child's educational and social progress. Parents are invited to an Open Evening when they are able to look around the school and see the work completed by different classes. If at any time during the school year there is a matter which causes a parent concern, an appointment should be made through the school office or by email at office@stdunstans.surrey.sch.uk.

ABSENCE

In order for your child to fully utilise their years in education, it is vital that every message they receive reinforces the importance of school.

Holidays in term time interrupt continuity of teaching and learning, disrupt the educational progress of individual children and create disruption in schools. As it is the law that all pupil absences during the school day have to be authorised by the Headteacher, all holidays and routine dental and medical check-ups should be attended outside school hours or within the 13 weeks your child is not in school.

If you wish to request permission to take your child out of school, a minimum of five working days notice needs to be given. Parents should put their request in writing directly to the Headteacher.

If your child is unwell and unable to attend school please notify the school office before 8.30am on the day of absence by phone message on the school ansaphone or by email at office2@stdunstons.surrey.sch.uk.

APPOINTMENTS

If your child has an emergency appointment during school hours please inform your child's class teacher. Your child should be collected by a parent or other designated adult from the school office where a 'permission to be out of school' form is completed. Pupils must report to the school office upon return.

ILLNESS

If a child is ill, parents are asked to telephone the school office with notification of the absence. Children should be kept home from school 48 hours after vomiting or diarrhoea to avoid infecting other children. In case of illness or accident in school, every reasonable care will be taken until contact can be made with the parent.

MEDICINES

School staff are not required to administer prescribed medicine. Parents are asked to discuss with school staff the administration of drugs should their children have asthma, anaphylaxis, diabetes or epilepsy and treatment plans are drawn up.

CLUBS & ACTIVITIES

A wide variety of adult led clubs and activities take place at the school each week which enrich the life of the school. Clubs take place at lunchtime and after school and it is hoped that each child will take part in at least one activity, which can vary according to the season. Some clubs are led by outside agencies.

Club activities are dependent on the availability and interests of teachers and parent helpers and therefore may be subject to change.

When is it?	What is it?	Who is it for?	Where is it?	Who runs it?
Monday lunchtime 12.30 - 1.00	Yoga	KS1 and KS2 sessions (External - cost)	Studio	yoga4schools (Angie Beadle)
Monday after school 3.20 - 4.30	Gardening	KS1	St Christopher's classroom and garden	Miss O'Donovan
Monday after school 3.20 - 4.15	French Club	KS1 (External - cost)	Library	Frenchclub.Plus
Monday after school 3.30 - 4.15	Strictly Come Dancing	KS2	Studio	Miss Maloney
Monday after school 3.30 - 4.15	Football	Year 3 and 4 squad	KS2 field	Mr Sole
Monday after school 3.30 - 4.00	Singing	KS2	Studio	Ms Murphy
Monday after school 3.30 - 4.15	Cricket	Year 5 and 6 squad (External - cost)	KS1 field	Darren Talbot Cricket Coaching

TUESDAY				
Tuesday lunchtime 12.30 - 1.00	ICT clinic	Open to all	ICT suite	Mrs Claassen
Tuesday lunchtime 12.40 - 1.10	Book Club	Year 3 and 4	St Clare's Classroom	Mrs Chisholm
Tuesday after school 3.30 - 4.15	Cross stitch	KS2	St Bernadette's classroom	Mrs Rapley
Tuesday after school 3.30 - 4.15	Drama	KS2	Hall	Mr Lewin
Tuesday after school 3.30 - 4.15	Gymnastics	Year 3 and 4	Studio	Mrs King and Mrs Murray
Tuesday after school 3.30 - 4.15	Boys Football	Year 5	KS2 Field	Mr Martins
Tuesday after	Golf	Open to all	KS2 Field/Hall	No1 golf

school 3.30 - 4.15		(External - cost)		Academy
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WEDNESDAY				
Wednesday lunchtime 12.40 - 1.10	Funsports Tag Rugby	Year 3 and 4 (External - cost)	KS2 field (studio if wet)	Funsports
Wednesday after school 3.30 - 4.15	Girls Football	Year 5 and 6	KS2 Field	Mr Gunning
Wednesday after school 3.30 - 4.15	Boys Football	Year 6	KS2 Field	Simon Horne, Phil Goodman

THURSDAY				
Thursday lunchtime 12.30 - 1.00	St Dunstan's got Talent!	KS1	St Bede's classroom	Mrs Clarke
Thursday lunchtime 12.40 - 1.10	Cross country	KS2	KS2 field	Mrs Morganti
Thursday lunchtime 12.40 - 1.10	Newsletter editors	Year 6	St Joseph's classroom	Mr Lewin
Thursday after school 3.30 - 4.40	Let's get cooking!	Year 4 (to half term) Year 3 (to Easter)	Cookery room	Mrs Loveder Mrs Trillo
Thursday after school 3.30 - 4.30	Explore	Open to all Polish children and their families	St Thomas More's classroom	Mrs Sole
Thursday after school 3.30 - 4.15	Football	Year 1 - Year 4 (External - cost)	KS2 Field	Funsports

FRIDAY				
Friday lunchtime 12.20 - 12.50	Story Club	Year 1 and 2	St Thomas More's classroom	Mrs Creaven
Friday lunchtime 12.20 - 12.50	Drawing and reading	KS2	St Paul's Class room	Mrs Baker
Friday lunchtime 12.20 - 1.50	Library	Year 6	Library	Mrs Osborn
Friday after	Basketball	Year 5 and 6	Cage	Katie Wright

school 3.30 - 4.15				(Woking Blackhawks)
Friday after school 3.30 - 4.30	Cricket	KS2 (cost: see separate flier)	KS2 field (studio/class if wet)	Darren Talbot Cricket Coaching

EVERY DAY:

Early Birds' Breakfast Club: 7.45 - 8.40am in the library each morning for a great start to every day! Open to all children otherwise left unsupervised before 08.40

After School Club: 3.15 - 6.00pm in the St Francis Annex for fun, games, challenge and adventure (...and snacks!) Open to all children.

Contact Mr Lewin or Mrs C Turner in the School Office to find out more about Early Birds or the After School Club.

Also taking place at St Dunstan's but organised independently of the School (various ages):

- *Spanish classes (Wednesday, Thursday)*
- *Italian classes (Tuesday, Friday)*
- *Ballet (Tuesday, Wednesday)*
- *Karate (Tuesday, Wednesday, Saturday)*
- *Kick boxing (Tuesday)*
- *Tai Chi (Tuesday)*
- *Adult Football (Saturday)*

Contact numbers for these clubs are available via the School Office

BEHAVIOUR AND DISCIPLINE

The management of pupil behaviour at St. Dunstan's reflects our mission to live out the values of the Gospel. The expectation of all is 'Love thy neighbour as thy self.' Pupils are praised for positive behaviour. Any incidents of unacceptable behaviour are managed so that pupils are enabled to understand why their behaviour is inappropriate and how their behaviour affects the lives of others. Parents will be informed if their child's behaviour becomes a concern so that school and parents can work together positively to make a difference.

EDUCATIONAL VISITS

Field work and educational visits are an integral part of our curriculum. Whenever possible, learning within the classroom is reinforced with visits to places of interest, visits and demonstrations from relevant agencies or field work where children can learn from first hand experience. We recognise the value of such activities and are grateful for the support we receive from parents.

Year 6 pupils have the opportunity to go on a residential activity week. Activities include climbing, abseiling, archery, quad biking, fencing and initiative team building exercises. Year 4 pupils have the opportunity for a short residential visit of two nights away from home at a local adventure venue.

HOMEWORK

A good, well-managed homework programme helps children to develop the skills and attitudes they will need, for successful lifelong learning. Homework also supports the development of independent learning skills, and provides parents with an opportunity to take part in their children's education. We also believe that it is important that children of primary school age should participate in and enjoy activities outside school, e.g. cubs, brownies, swimming, football etc. without the pressure of too much homework. A balanced programme is therefore in place throughout the school that takes account of these two principles.

LUNCH

The School Meals Service provides excellent, nutritious two course meals at a reasonable cost. Parents are encouraged to pay by cheque made payable to **Surrey County Council** in advance of every half term. If paying weekly, parents are requested to send in cheques or the correct amount at the beginning of each week. All cheques and monies should be sent in an envelope with the child's name and class clearly marked via the class teacher. It is now possible to pay on line on www.surreycc.gov.uk/schoolmeals code required ECCE2222. A week's notice is required in writing to the school office or by email on office2@stdunstans.surrey.sch.uk if a child is changing from hot to cold lunches or vice versa.

A packed lunch and drink can be provided on request and when classes are going on an educational visit.

PLAYGROUND PROCEDURE

Key Stage 1 children (Reception, Year 1 and Year 2) use the playground at the front of the building.
Key Stage 2 children (Years 3, 4, 5 & 6) use the playground at the rear of the building.

Children should enter their respective playground by the side gate leading to their playground. Pedestrians are not permitted to use the main driveway and parents are asked NOT to drive into the school grounds to drop or pick up their children for the safety of both the children and staff. Pupils cycling or scooting to school should dismount at the school gate and walk to their playground. They are not allowed to cycle or scoot in the school grounds.

To encourage healthy eating and less litter around the school, all children can choose to have a milk drink and fresh fruit during morning break. Further details for the milk provision are available from the school office.

Children come into class from 8.40am onwards as they arrive at school. Responsibility for children cannot be accepted before that time. Unless staying behind for a specific purpose, pupils should leave the school premises promptly at the end of the school day. Teachers will supervise the orderly dismissal of pupils into the playground to maintain discipline and ensure safety. Pupils who are collected by parents must wait in the playground. KS2 playground is monitored by a member of staff until 3.30pm.

ROAD SAFETY

At the beginning and end of the school day there is serious congestion of traffic around the school. Parents are asked to enter Onslow Crescent by the entrance nearest the railway station and to leave by the other end, as this helps the flow of traffic. When in Onslow Crescent, cars should be parked on the school side of the road **ONLY**, with consideration given to parking rules and our neighbours, especially the neighbouring school which has a daily arrival of coaches carrying school children. In order to ensure the safety of children in school, only parking for staff is allowed in the school grounds. It is illegal to park or drop off children on the yellow zigzags outside the school gates. The Church car park is available for parents collecting their children at the end of the school day.

REWARD/HOUSE SYSTEM

Each week, teachers nominate children for merit certificates which are presented in assembly. These may be for special effort made in class, pleasing progress or particularly courteous behaviour. Any nominated child contributes a point towards one of four houses:- **St. George, St. Andrew, St. David and St. Patrick**. During the year, house competitions may take place e.g., School Quiz, Sports Day. At the end of the year a trophy will be presented to the winning house.

PUPIL VOICE - including SCHOOL COUNCIL

St. Dunstan's has a School Council. The aim of the Council is for all members of the school community to express their views about how the school is run. Council members are elected from classes and meet regularly during the term.

CHARITY

Pupils are encouraged to consider the needs of others by helping those less fortunate than themselves. The school supports charities throughout the year, local, national and global and primarily children's charities.

THE SCHOOL DAY

The school day is organised so that Key Stage 1 receive 23.25 hours and Key Stage 2 receive 24.30 hours of actual teaching time each week excluding daily corporate acts of worship, registration and break times:

Morning: 8.50 a.m. - 10.45 a.m.

11.00 a.m. - 12.00 noon (KS 1) - 12.20p.m. (KS2)

Afternoon:

Key Stage 1:

Key Stage 2:

1.00 p.m. - 2.00 p.m. 1.20 p.m. - 3.20 p.m.
2.10p.m. - 3.15 p.m.

Each year group has two classes of mixed ability, with approximately 30 children in each. Children are taught by a class teacher but in Key Stage 2 pupils are set by ability for English and Maths lessons. There are specialist teachers for Music and Instructors for football, rugby and swimming. PPA (preparation, planning and assessment) time for teachers is achieved through use of part time teachers.

BICYCLES/SCOOTERS

Children are allowed to cycle to school providing they have passed their cycling proficiency test and they must wear a cycling helmet. Pupils do not ride in the school grounds, including before and after school. Bikes and Scooters must be locked in the bike racks and collected at the end of the school day. They should not be left overnight. They also need to be security marked. The school will not be held responsible for any loss or damage to these items. The same rules apply to scooter riders. The school endeavours to run cycling proficiency training and testing annually for children in Year 6, but this is dependent on the number of volunteers who are available.

SCHOOL UNIFORM

Uniform List - Boys

Blazer	Maroon with school badge.	PE shirt	gold polo shirt.
Pullover	Maroon V neck.		
Trousers (long in winter) (short in summer) Shirt (winter) Shirt (summer)	Grey. Plain white or grey. White Polo shirt with school logo.	PE shorts PE socks PE shoes	Maroon. Maroon. Indoor - black plimsolls. Outdoor - trainers.
Tie Socks Shoes	Maroon/gold striped. Grey or black (trainer socks are not allowed). Black or brown enclosed shoes, not sandals. Trainers may only be worn for PE lessons.	Track suit PE bag Scarf Gloves	Maroon. From Valentinos. Plain maroon, black or navy. Plain maroon, black or navy.
Coat Jewellery and watches	Plain navy or plain black. Jewellery may not be worn. Watches may be worn.	High visibility waistcoat Sun Hat	Optional but highly recommended. From Valentinos.
Hair	Hair should be smart and suitable for school. Hair should not cover the eyes and hinder learning. Hair should be kept short and no longer than the collar.		

Uniform List - Girls

Blazer	Maroon with school badge.	PE shirt	gold polo shirt.
Cardigan	Maroon V neck.		
Skirt or Pinafore (in winter)	Grey.	PE shorts	Maroon.
Dress (in summer)	Pink striped.	PE skirt (optional for KS2)	Maroon pleated.
Shirt (winter)	Plain white.	PE socks	Maroon.
Tie (winter)	Maroon/gold striped.	PE shoes	Indoor - black plimsolls. Outdoor - trainers.
Socks	White, ankle or knee length. Grey	Track suit	Maroon
Tights	Black (year 6 only).	PE bag	From Valentinos
Shoes	Black, flat or low heeled shoes (not sandals). (heel max. 3cms) Trainers may only be worn for PE lessons.	Scarf	Plain maroon, black or navy. Plain maroon, black or navy.
Coat	Plain navy or plain black.	High visibility waistcoat	Optional but highly recommended.
Jewellery and watches	Jewellery may not be worn. Watches may be worn.	Sun Hat	From Valentinos
Earrings	Earrings are discouraged. Only a small, plain gold or silver pair of studs may be worn. Other earrings are not allowed and the child will be asked to remove them. Earrings may not be worn for PE or other physical activities.		
Hair	Long hair should be tied back. No extremes of fashion.		
Hair accessories	Either plain black or brown hair elastics, or plain elastics in the school colours. Fashion accessories, including braids, are not allowed.		

ALL CLOTHING MUST BE CLEARLY MARKED

Uniform can be supplied by: Griffiths Schoolgirl by Valentino, 23 - 27 The Broadway, Knaphill, Woking, Surrey, GU21 2DR.

PARENT TEACHER ASSOCIATION (PTA)

Our PTA is a valued part of our school life. The object of the Association is to organise social and fund raising activities for the benefit of all children in school. When your child starts at St. Dunstan's you automatically become part of the PTA.

Officers of the PTA. Committee are:

Chairperson: Mrs H. King Treasurer Mrs A. Cant
Secretary Mrs S. McKeown

Any communication for the PTA may be left at the School Office.

ACADEMIC YEAR 2009 - 2010

AUTUMN TERM September 3rd - December 18th
Half -Term October 26th - October 30th

SPRING TERM January 4th - March 31st
Half -Term February 15th - February 19th

SUMMER TERM April 19th - July 23rd
Half -Term May 30th - June 7th

IN-SERVICE DAYS :

By law, each school operates a working year of 195 days. Five of these days must be used for in - service training for the teachers, when the children do not have to attend school. Parents will be notified of each of these closures well in advance.

2nd September 2009

23rd October 2009

29th January 2010

28th May 2010

7th June 2010

Bank Holiday - May 3rd 2010