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WELCOME TO THE DIXIE GRAMMAR SCHOOL

Welcome to the new academic year at The Dixie Grammar School. We hope you will find this booklet helpful in guiding you through our daily life at school. Pupils are extremely busy, and need your help as well as ours in getting their priorities right. Therefore, we have put together this family booklet to be kept at home and used as reference and would encourage you, as a family, to talk over the various notes.

The notes deal with a variety of points; no matter how minor all are very important. Our intention is to provide answers to some of the many questions that pupils and their parents are likely to have and to provide information that can be referred back to in the future.

We hope the total package does not seem too daunting or too bureaucratic. Any organisation needs certain rules to be established if it is to run smoothly, but we do not expect pupils to be instantly aware of all our rules as they will be gently guided as to what is expected of them.

The Dixie Grammar Junior and Nursery School

The Dixie Grammar Junior School is a small, friendly school with a wide curriculum base and a full programme of extra-curricular activities, taking full advantage of the outside environment. We value each of our pupils, recognising achievement and celebrating success in every field of endeavour, whether academic, sporting, music or drama.

We always provide extra support and guidance to those who need it, whilst priding ourselves on the ability to develop and extend talent and ability from an early age.

The School provides a warm, caring, friendly atmosphere where the children feel happy and secure. We recognise individuality, promote independence and encourage each child to reach his or her potential.

All our staff firmly believe that there is nothing more rewarding than helping bright, young, enquiring minds to reach out to the world, while giving them the guidance they need to begin to understand it. Our pupils move on to the Senior School with a real sense of achievement and confidence in their own abilities.

Mrs Emma Billington
Head of Junior School and Nursery

School Motto

“A good education is a gift that lasts for ever”



The Dixie Grammar

Junior School and Nursery

Aims and Values

The Aim of The Dixie Grammar Junior School and Nursery is to educate its pupils to the highest standards of excellence to become full, confident and active members of the community, thus preparing them for the global society of the 21st century.

The mental, spiritual, moral and physical well-being of every pupil is to be achieved by striving for the highest standards in Academic Work, Assemblies, Service, Cultural, Sporting and Intellectual Extra-Curricular Activities.

In effective pursuit of these standards staff will help pupils develop:

- Responsibility, integrity, self-discipline and diligence
- Honesty and good manners
- Respect for others and commitment to the community
- Confidence and self-respect based on self-knowledge
- Independent learning and teamwork
- Imagination and creativity
- Knowledge and understanding of other cultures and societies

School Contact Details

Junior School and Nursery:	Telephone	01455 293024
	Fax	01455 293040
	Email	infojs@dixie.org.uk

Senior School:	Telephone	01455 292244
	Fax	01455 292151
	Email	info@dixie.org.uk

Whole School Website www.dixie.org.uk

Facebook facebook.com/the.dixie.grammar
Twitter @DixieGrammar

Governors and Staff

Headmaster

Mr R J Lynn BA (Cardiff)

Head of Junior School and Nursery

Mrs E Billington BA (Liverpool)

Governors

Mrs J Parkes

Chair of Governors

Mr M Ashfield

Mr A Churchill

Mrs S R Davies

Mrs C Ellis

Dr C H Kendall

Mrs J Mumby

Mr T W Richardson

Mr I Smith

Should you wish to contact the Chair of Governors, Mrs J Parkes, please write to the school address marking the envelope 'Private and Confidential'.

Senior Leadership Team

Mrs Emma Billington, Head of Junior School and Nursery, DSL

Mrs Sarah Baker, Assistant Headteacher, Yr 5 Teacher, SEND Co-ordinator

Mrs Gillian Hayward, Nursery Manager, Joint EYFS Leader, Paediatric First Aid

Staff List

Mrs Elizabeth Beamish, Yr 3 Class Teacher

Miss Charlotte Bennett, Yr 2 Class Teacher

Mrs Diane Bragg, Early Years Educator, Paediatric First Aid

Mrs Victoria Burdett, Yr 4 Class Teacher, Paediatric First Aid

Mrs Elaine Cartwright, Teaching Assistant, Paediatric First Aid

Mrs Lindsay Chapman, Early Years Educator, Paediatric First Aid

Ms Canran Chen, Mandarin Teacher*

Mrs Clare Cormack, Reception Class Teacher, Paediatric First Aid

Miss Sarah Dicksee, Yr 4 Class Teacher, PE Teacher

Mrs Maryann Dye, Director of Music*

Mrs Katie Fennell, Reception Teacher, Joint EYFS Leader, Paediatric First Aid

Miss Claire Freestone, Early Years Educator, Paediatric First Aid

Mrs Helen Gresty, Yr 1 Class Teacher

Mrs Heather Jarvis, Music Co-ordinator

Mrs Petra Lynn, School Support Officer

Ms Olivia Mason, Music Teacher

Miss Sophie Maunder, Reception Class Teacher, Paediatric First Aid

Miss Kirsty Mee, Yr 5 Class Teacher

Mrs Cariad McGoldrick, Early Years Educator, Paediatric First Aid

Mrs Catherine Nightingale, Yr 4 Class Teacher

Mrs Wendy Perry, Higher Level Teaching Assistant

Miss Kirsty Reason, Yr 1 Class Teacher

Mr Chris Vernon, PE Coach

Mr Matthew Ward, Yr 2 Class Teacher

Homework Club Supervisors

Mrs Carroll Smith, Paediatric First Aid
Mrs Petra Lynn, Paediatric First Aid
Mrs Elaine Cartwright, Paediatric First Aid

Before School Club Supervisors

Mrs Gillian Hayward, Paediatric First Aid
Mrs Wendy Perry

Travel Escort

Mrs Julie Bailey

Caretakers

Mr Ben Harper
Mr Rob Marston

Administrative Staff

Mr Simon Murphy, Business Manager*
Mrs Vanessa Cull, Registrar, First Aid at Work
Mrs Susan Dawkins, Finance Officer*
Mr Joe Finch, ICT Support Technician*
Mr Steve Green, Groundsman*
Mrs Sue Hemsworth, School Secretary, First Aid at Work
Mrs Sarah Ingham, Human Resources Manager*
Mr Paul Kirk, Network Manager*
Mrs Margaret Mallard, Catering Manager*
Mr Kevin Smith, Facilities Manager*

Visiting Staff

Piano:	Mrs Elizabeth Jones*
Brass & Theory:	Mr Jim Norden*
Guitar & Ukulele	Mr Mark Rogers*
Woodwind	Mrs Alison Mitchell*
Voice:	Miss Jenny Saunders*
Speech & Drama:	Mrs Deborah Cunningham*
	Miss Cathy Sullivan
	Miss Ella-May Stanier
Strings:	Mrs Elizabeth Jones
Ballet:	Miss Sarah Tindale
Tennis Coach:	Mr Thomas Hall
Dance:	Mrs Tara Veasey-Watts
Yoga	Ms Claudia Sauer
Didi Rugby	Mrs Victoria MacQueen

* Cover both Junior and Senior Schools

Admissions Procedures

Nursery Entrance Requirements

Children are eligible to start the Nursery in the term following their third birthday. Entry is non-selective but in consultation with parents, the Nursery Supervisor and the Head of Junior School and Nursery.

Transfer from Nursery to Reception

Children progress from Nursery to the Reception Class in the September following their fourth birthday. To prepare for this move the Early Years Foundation Stage Co-ordinators assess the children emotionally and socially, as well as in their academic development to ensure they are ready. The final decision, as to whether a place will be offered, lies with the Head of Junior School and Nursery. Places for September are confirmed in the preceding Spring Term.

In the Summer Term children will attend regular sessions in the Reception Classrooms with their teachers for September. This will familiarise them with their new environment and help smooth the transition to the Junior School.

Junior School Entrance Requirements

Entry to the Junior School in Years 2, 3, 4 and 5 is by written assessment in numeracy and literacy, while entry to Reception and Year 1 is by teacher assessment. Prospective pupils are invited to spend two days with their year group. This allows the year group teachers to assess children in the classroom environment and, at the same time, enables children to form friendships before joining the School.

Transfer from Year 5 to the Senior School

Throughout their time at the Junior School children's progress is continually monitored in order to both direct teaching within the classroom and to ascertain the children's levels of attainment. Through discussions with class teachers and the Senior School staff, places in the Senior School are offered.

The Head of Junior School, Mrs E Billington, reserves the right to ask any pupils joining the Junior School at a late stage to take the Entrance Examination to the Senior School. Any pupils whose parents wish them to be considered for a scholarship, will sit this examination alongside new applicants in January. Details of how to apply for a scholarship are issued to Year 5 parents during the Autumn Term.

To help smooth the transition to Year 6, Year 5 pupils are invited to an Induction Day and a Science Day at the Senior School in the Summer Term.

Pastoral Care

The School promotes and encourages friendly and positive friendships between pupils. All pupils are encouraged to respect and value those who have differing opinions and are expected to behave in a manner that considers the feelings and values of all.

The class teacher is responsible for both pastoral and academic care of children and in the Early Years Foundation Stage (Nursery and Reception) a Keyworker will be responsible for this role.

These are the people to whom pupils and parents should turn if there are any problems, be they pastoral or academic, as he or she will have an overview of your child's progress. Most problems will be sorted out at this stage. If further assistance is needed, a member of the Senior Leadership Team can be contacted. (Appointments can be made by contacting the School Office.)

Communication to and from School

The school operates an 'Open Door' policy whereby parents can contact members of staff quickly and easily regarding their child's education. Parents are always welcome to write, telephone or make an appointment to see any member of staff including the Head of Junior School and Nursery. When telephoning or making an appointment, it would be helpful if you indicate the subject of your query.

Please inform us if there are any changes in your personal circumstances which might affect your child. All matters will be treated with the upmost sensitivity, and the information you give will help us to help your child.

The School welcomes suggestions and encourages comments from parents, and takes seriously any concerns you may raise. We would much rather hear of these as soon as possible. Please contact the School Office. We are here to help.

Pupil Information Form

At the start of each academic year the School Office will send out a Pupil Information Form. This form is printed from the information we hold on our database. Please check and return this form as soon as possible as it is vital for your child's well-being that we have the most up-to-date information at all times.

Compliments and Concerns

The School would very much like to know when we have done something particularly well and we are grateful for comments received. We also want to know if you feel that we can improve what we are doing. Our aim is to respond quickly and deal efficiently with any problems that may occur. The School also has a formal Concerns and Complaints Policy which, as with all our policies, is available on the school website or from the School Office.

ParentMail(PMX)

ParentMail is the School's electronic communication system. It is used to issue letters, newsletters and any other information that we hope is of benefit. We hope that this allows you to receive information from the School in a more reliable and efficient manner.

In order to use ParentMail we need your parent email addresses and mobile telephone numbers. It is important that this information is kept up-to-date. Please be assured, the ParentMail service is registered with the Data Protection Registrar and guarantees that all information supplied will be kept completely private. There is also NO advertising associated with the scheme.

To register with ParentMail (PMX), please follow the link in the email/ text message you receive from the school. If you do not receive a registration request, please contact the School Office.

There is also a free ParentMail App for iOS and Android phones which we would encourage you to download. You can download the App for free from either the Apple App store or the Google Play Store which will help you to get the best experience from the ParentMail system. More information can be found on the ParentMail website www.parentmail.co.uk.

Classdojo

Class Dojo is a secure website or App (free) that allows us to share pictures, videos and messages from inside the classroom. It also has a private messaging service which can only be viewed by your child's class teacher. No other parent (even your child's other parent or guardians) can view your messages. If you would like to send your child's class teacher a message on Dojo, we politely ask that this is between the hours of 8am and 7pm. However, we encourage you to meet with your child's teacher or to phone the school if you have any concerns. Equally, if your child is absent, please report this to the School Office. Information on how to join Classdojo will be given to you by your child's class teacher at the beginning of term.

Home School Diary / Homework Diaries/Planners

Pupils from Nursery to Year 5 are provided with a Home School Diary / Homework Diary.

This should be used by pupils, parents and class teachers to send messages e.g. informing parents about awards received or asking about work that might have been missed. Messages, of course, do depend on the information reaching the recipient, and consequently may not always get through. If you do not receive an answer from a message sent to school, please do not hesitate to write to the class teacher or contact the School Office. Pupils in Years 4 and 5 are instructed to write full details of all homework in their Homework Diaries. In the other year groups, it is a combination of staff and pupils making notes. We ask parents to check and sign Homework Diaries at the end of each week.

Website, Calendars and Newsletters

Please check the School website for key dates and events. A copy of the term's calendar can be downloaded from the School's website.

The Junior School and Nursery newsletter, 'The Dixie Post', is produced each half term and is sent to all parents. Back issues can be downloaded from the School's website.

The Senior School 'News @ Dixie' will also be sent to all parents as it is interesting to read of the on-going activities in each section of the School.

Events can easily be followed using Facebook and Twitter.

Reports and Parents' Evenings

Each term we hold a Parents' Evening and issue a written report. Parents' consultations are timetabled in slots of 15 minutes and provide an opportunity for parents to look at their child's work books. If you, or the teacher, feel that 15 minutes is insufficient time another appointment can be arranged for a mutually convenient time. Parents can also make appointments to see the Head of Junior School and Nursery, Assistant Headteachers, PE and Music specialists.

Parents' evenings are intended for parents/guardians only. However, our After School Homework Club is available, free of charge, for all pupils until 5.25pm, should you wish to make use of it. Comments on reports will focus on aspects of your child's progress and targets attained. As well as praising success, reports will also suggest any areas for improvement.

Deputy Heads' Forum

Every term we invite parents to a Deputy Heads' forum meeting. This meeting takes place shortly after the end of the school day and is chaired by an Assistant Head of the Junior School and the two Deputy Heads of the Senior School. The purpose of the meeting is to provide an informal opportunity for points to be raised, feedback given and suggestions shared. Topics which have been discussed in previous meetings have included: school uniform, communication between school and home and vice versa, entrance examinations and school reports. The forum is not, however, the place for discussing concerns of an academic or pastoral nature relating to individual children. Details can be found elsewhere in this booklet, of how to contact the appropriate members of staff, if you have any queries.

You are warmly invited to attend the forum meeting which will be listed on the School's calendar and/or notified via Parent Mail.

General Information

Junior School Day

Lesson Times

**8.50 - 9.00	Registration
9.00 - 9.35	Lesson 1
9.35 - 10.10	Lesson 2
10.10 – 10.30	Break
10.30 – 11.05	Lesson 3
11.05 – 11.40	Lesson 4
11.40 – 12.15	Lesson 5
12.15 – 13.15	Lunchtime
13.15 – 13.45	Registration / Lesson 6
13.45 – 14.15	Lesson 7
14.15 – 14.45	Lesson 8
14.45 -15.10	Assembly / Class time
15.10. – 15.20	Dismissal

Children are welcome in the classrooms from 8.30 am when a class teacher will be in the class room/ year group.

**** Registration is prompt at 8.50am.**

Nursery School Day

Children attend full day sessions (8.30 am – 3.30 pm) with lunch and snacks provided.

Security

Keypads limit entry at morning and evening pick up times as only those with the relevant codes can gain access to the School. These codes are changed regularly. Please **do not** share the code with your child as this puts the security of the site at risk.

The school gates are closed at 9.00am and opened again at 3.10pm. Access during the school day can only be gained via the main school gate using the intercom system.

Assemblies

School assemblies are held from 2.45pm – 15.10pm. Each week we have Hymn Practice and Gold Book Assembly. Other assemblies are taken by the Head of the Junior School and Assistant Headteachers. Each year group will take one assembly per term and on occasions, special guests are invited to talk to the children i.e. First Responder, Police, etc. Parents are also invited to attend their child's class assembly on special occasions throughout the School year.

EYFS, Yrs 1 & 2	9.00am	Mondays and Tuesdays
Yrs 3, 4 & 5	2.45pm	Mondays and Tuesdays
Whole School	2.45pm	Thursdays and Fridays

Pupils who are successful in educational and sports competitions are also congratulated in assembly. Achievement, endeavour, diligence and service to the community are recognised formally in the School's annual Speech Day Ceremony.

Out of school Achievements

As so many of our pupils enjoy a wide range of activities outside of school, we are always pleased to hear about their achievements and try to recognise as many as possible in our assemblies. Teachers love to hear of your son's and daughter's achievements. Please keep us informed.

Morning Break

Junior School children should bring a healthy snack to eat at morning break- no chocolate please. Healthy eating is encouraged throughout the School.

Drinking water is available throughout the School day. However, pupils may bring water in a suitable clear bottle which can be kept in their classroom to have as and when required. No juice should be brought to School.

Milk is available at an extra cost and should be pre-ordered via the School Office. Children in the Nursery and Reception Class (under 5 years of age) are entitled to a free carton (1/3 pint) of milk under the Government's Nursery Milk Scheme. If you would like your child to continue having milk after their fifth birthday, there is a charge. This will be invoiced termly along with tuition fees, unless we are notified in writing to the contrary.

Lunch

All lunches are served in the main school hall and are prepared and cooked on site by the School caterers (Wilson Vale). Menus are displayed on the school's website and on notice boards around the School.

The School caterers provide a wide variety of nutritionally balanced meals for pupils. Special diets and/or vegetarians are also catered for. Please make sure that we are made aware of any food allergies.

- All children are encouraged to use cutlery properly and to display good table manners.
- Children not wishing to have school dinners may bring a packed lunch.

Packed lunches are provided for pupils on school trips if they normally have a school dinner.

Attendance at School

Pupils are required to attend all School sessions unless leave of absence has been requested in advance in writing by parents and granted by the Head of Junior School and Nursery. Absentees are recorded at a formal registration each morning and afternoon. Unauthorised absences are investigated.

1. All pupil absences must be notified by parent/guardians to the School Office by telephone on the first day of absence, preferably between 8.30am and 9.30am.
2. Any absence not reported by parents/guardians on the first day will be followed up by a phone call from the School to home in order to ascertain that your child is away from school with your knowledge. This is purely to ensure the safety and whereabouts of your child.

These simple procedures will enable us to effectively account for any pupil absences. We are, of course, relying on your co-operation and support to enable the practice to work.

Reporting Absences and Notes from Home

Please avoid any absences from school for non-essential reasons; they are not only harmful to the pupil concerned but can disrupt group and class teaching. We strongly discourage parents from taking their children out of school for holidays or other non-essential reasons. We recognise that in exceptional circumstances, there may be a reason for requesting absence. In such circumstances, please write to the Head of Junior School and Nursery in good time.

Parents should give written notice in advance of medical and dental appointments; a note in the Homework Diary will suffice. Please arrange these out of school as far as possible.

Signing In and Out of School

There will be occasions during the school day when pupils arrive or leave the School at times other than those scheduled. In order to ensure that our monitoring of the whereabouts of pupils is as complete as possible the School operates a signing in and out system. Pupils should not leave the School premises during the day unless they have been signed out by a parent/guardian and a member of staff has been notified.

Late arrivals to school

Parents bringing pupils into school and arriving after registration must report to the School Office to sign their child in/register their attendance. Please try to avoid arriving late to School.

End of day

Pupils will be released from the care of their Key Person / Class Teachers only when a responsible adult has taken charge. Please note that Junior School pupils will not be allowed to go to the car park to meet with their parents / guardians but must be collected from their classrooms. Older siblings, who are Junior School pupils, cannot be responsible for collection.

If pupils are using the transfer bus to the Senior School they should wait with the travel escort in the allocated area until the transfer bus arrives. They must remain with the travel escort until they are collected by their parent/guardians who must sign to say that their child has been collected.

Parents wishing their children to catch a School route bus should contact Mr K Smith, Facilities Manager, at the Senior School on Tel: 01455 292244 or email facilities@dixie.org.uk

Before and After School Care

Supervised care is available in the School from 7.45 am. This is available to all Nursery and Junior School pupils. Children must be escorted into the allocated area and signed in by a parent/guardian.

The After School Homework Club is available until 5.25pm and is open to all Nursery and Junior School pupils. Attendance can be arranged on a daily basis. If you would like your child to attend, please write a note in their Homework Diary or telephone the School Office. Children attending the After School Homework Club are given light refreshments. The club supervisors help with their homework after which various activities are on offer.

Parents are invoiced termly for sessions used. Please see page 26 for costs. If for any reason you are unable to collect your child before 5.25pm, please inform the School Office of your delay and estimated time of arrival. Collection of children significantly later than 5.25pm may incur an additional charge.

Books

The school provides textbooks and exercise books.

Equipment and Stationery

From Reception to Year 2 all stationery will be provided. In the older year groups pupils must ensure that they come to lessons with the necessary equipment. It is recommended that pupils have the following:

- Pencil case (named)
- Pencils
- Pens – Handwriting pens (blue or black)
- Rulers (15cm and 30cm)
- Rubber
- Pencil Sharpener
- Ink cartridges (if using an ink pen)
- Coloured pens, pencil crayons (optional)

All articles brought to school must be clearly marked with the owner's name.

Cloakrooms

Pegs are provided in or near all classrooms and should be used for outdoor coats, school bags, etc. Pupils in Years 1 to 5 should keep their PE kits and swimming kits on the storage area outside the Sports Barn during the school day. Please ensure that these are not left in school over any weekend or holiday period.

Personal Property

All personal property including clothing, shoes, sports kit, etc. must be clearly marked with the pupil's name. It is inadvisable to bring any expensive items to School as they are not covered under the School's insurance policy and the School cannot be held responsible for loss, damage or theft.

Lost Property

All named lost property will be returned to its rightful owner. Every term there is a significant amount of unmarked and unclaimed lost property that we are unable to return to its owner. It is the responsibility of each pupil to look after personal property including items of uniform.

Mobile Phones

Please note that **only** those pupils travelling on School transport are permitted to bring mobile phones into school.

- Mobile phones should be handed to the School Office at the start of the day, and collected before travelling home.
- The sending or recording of obscene or threatening messages is illegal, as are 999 calls (unless in the event of an emergency) and the taking of unauthorised photos.
- Possession of another person's mobile phone, without permission, will be considered as theft.

- The School cannot be held responsible for the security of mobile phones.
- Failure to adhere to these guidelines, or any misuse of a mobile phone, is likely to result in loss of permission to bring a mobile phone to School for a specific period of time.
- Apple Watches are not allowed in School.

Policies

Copies of the School's Policies are available on the School website www.dixie.org.uk or from the School Office.

The Acceptable Use Policy is in the children's Homework Diary as parents and children are asked to sign to say that they will adhere to the required code of conduct.

The School supports the Government in preparing schools and businesses in being diligent. These websites are useful for parents.

<https://www.gov.uk/government/publications/promoting-fundamental-british-values-through-smsc>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118194/channel-guidance.pdf

http://course.ncalt.com/Channel_General_Awareness/01/index.html

Curriculum

The curriculum at the Dixie Grammar Junior and Nursery School is designed to have both breadth and balance and the subjects offered reflect the underpinning ideology that “A good education is a gift that lasts for ever”. We aim to educate the whole child.

Early Years Foundation Stage (EYFS)

Nursery and Reception Classes all adhere to the EYFS curriculum focusing on the three prime areas which are the foundations for children's ability to learn and develop healthily: -

- personal, social and emotional development
- communication and language
- physical development

Beneath these are four specific areas of learning where these skills are applied:-

- literacy
- mathematics
- understanding the world
- expressive arts and design

EYFS offers a free-flow provision with a balance of adult-led and child-initiated activities. Learning occurs through play-based activities, both indoors and outdoors.

Curriculum for Years 1 - 5

Year 1	English Maths PE RS History Science Geography ICT Art Design & Technology Music PSHE French	Year 2- 5	English Maths PE RS History Geography Science ICT Design & Technology Art Music PSHE French Verbal Reasoning (Yr 5 only) Mandarin (Yr 5 only)
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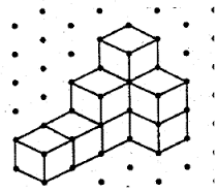

An overview of the topics / curriculum covered will be given to parents at the beginning of each term and displayed on the website.

Homework

Homework is an integral part of the academic curriculum at the Dixie Grammar Junior School. 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.

The sooner homework is marked, the more valuable the feedback to pupils and staff will do their best to give it their prompt attention.

Presentation Expectations – Yrs 3, 4 & 5

<p>P1</p> <p><i>Monday 8th May</i></p> <p><i>To write using the past tense</i></p> <p>I write dates and titles in full for each piece of work.</p>	<p>P2</p> <p>I underline dates and titles with a ruler</p> <p><u><i>Monday 8th May</i></u></p> <p><u><i>To write using the past tense</i></u></p>	<p>P3</p> <p>I write in black</p> <p>or</p> <p>blue ink</p> 
<p>P4</p>  <p>I draw diagrams and pictures with a sharp pencil.</p>	<p>P5</p> <p>I always check my spelling and ensure they are correct. I cross out mistakes with a single straight line.</p> <p>....defintly....definitely</p>	<p>P6</p> <p>I try to ensure that my handwriting is</p> <p><i>neat and legible</i></p>
<p>P7</p> <p>I respond to Next Steps immediately by correcting or adding to my work.</p>	<p>P8</p> <p>I produce work to the best of my ability in my books and for all of my homework tasks.</p>	<p>P9</p> <p>I keep my books and folders graffiti - free</p> 

General Principles

Homework should reinforce techniques, skills and concepts developed at school and should provide an opportunity for differentiation, including activities to allow all students to consolidate knowledge with extension activities for the most able. It should enable students to:

- develop a home-school partnership
- consolidate and reinforce skills and understanding
- extend school learning

In the earlier years regular reading at home, especially reading with parents / responsible adults should be encouraged. It is important that older pupils should be given tasks such as finding out and preparing information as well as traditional writing tasks.

The guidelines for each day are currently:

EYFS (Reception only)	10 minutes
Years 1 and 2	15 minutes
Year 3	20 minutes
Year 4	20 minutes
Year 5	30 minutes

In the Nursery we encourage parents to look at their child's phonic / number books and support them with their learning.

Years 1 and 2 parents should continue to support their child's reading, encourage them to learn sounds, phonic letters and spelling lists. Maths work will also be set when necessary.

In Years 3, 4 and 5 members of staff may set a piece of work which extends over a number of sessions; pupils should make reference to this in their Homework Diary.

Teachers ensure that homework is completed to their satisfaction. The Homework Diary is extremely important in this regard and it should be used as a means of communication between school (both Subject and Class Teachers) and home.

- If a homework task is not done to a satisfactory standard it will be repeated and recorded in the Homework Diary.
- If a homework task is not done, or is handed in late, this will also be recorded in the Homework Diary.
- If the teacher feels that there has been deliberate deception / avoidance of tasks then these issues will be dealt with accordingly.

Children attending the After School Homework Club are given support to complete homework.

Standards of Behaviour

We have clear expectations of standards of behaviour. Rules exist on the grounds of safety and of ensuring that the School is able to fulfil its legal and moral responsibilities regarding the care and well-being of its pupils. We make expectations explicit to all pupils and encourage discussion of the reasons behind the requirements.

EYFS pupils are expected to follow the behavioural guidelines as stated. Staff will take into account their stage of development.

Expected Behaviour

The School defines expected behaviour to include the requirements for pupils to:

- Respect each other, and appreciate everyone regardless of race, background, sexuality, religion, lifestyle, ability and physical characteristics
- Be courteous, co-operative, helpful and considerate towards:
 - other pupils when inside and outside of School
 - teachers and other school staff
 - visitors or other persons within/outside the School premises
- Behave in a manner which contributes to a positive learning environment
- Work to the best of their ability
- Take proper care of books, equipment and the school environment generally
- Be punctual for School at all times, including for registration, lessons and other activities
- Wear the correct School uniform and show pride in a neat, tidy appearance
- Walk around the building calmly and quietly
- Honour all commitments freely undertaken
- Accept and support this code of behaviour

Positive Reinforcement

Through encouragement and praise we aim to make pupils responsible for their own behaviour and achievements.

In order to support on-going verbal and non-verbal praise, the Junior School operates a system of rewards:

Merits and Dojo Points

Hard work and effort are recognised by the award of congratulatory merit /Dojo points. These are for academic excellence and effort and also in recognition of good behaviour. One Dojo point equals one merit.

Each week, in Gold Book Assembly, the children who have achieved the most merits in each class receive a badge. Badges are also given to two children in each class who have demonstrated the most effort that week. The children will wear the badge for that week and then return it. A certificate is awarded with the badge which the children may keep. Lost badges incur a small charge.

Class teachers monitor children's overall merit totals and awards are given as the thresholds are met.

350 merits/Dojos –	Bronze badge
550 merits/Dojos –	Silver badge
750 merits/Dojos –	Gold badge
1000 merits/Dojos –	Platinum award

At the end of each term a shield is awarded to the child with the most merits/Dojos in each class and this is kept at home for the next term.

At the end of the year the child in each class who has gained the most merits is awarded the Year Merit Shield. This is awarded at Speech Day at the end of the academic year.

Gold Book

Each teacher keeps a Gold Book of Achievement in each classroom to record the names of those achieving certificates, and the reason why it was awarded. These certificates can be awarded for excellence in any academic subject, special effort or extreme kindness. A list of those receiving the certificates and the reason is displayed board in the School Hall. The children are awarded with a Gold Book Certificate of Achievement at the weekly Gold Book Assembly.

Traffic Light System

The Traffic Light System is our means of monitoring behaviour. Each child begins the School day on a green card. If, after repeated verbal warnings, a pupil continues with unacceptable behaviour they will be placed on a yellow card. If a child receives two yellow cards in a single day, the next card will be a red card and a note will be put in the pupil's Homework Diary stating the reason for the red card. Parents will also be contacted that day by the Assistant Headteacher.

The Red Card will stay in place for one week during which a report card is taken by the child to each lesson where behaviour is recorded. After the week, the report card is sent home for parents to sign. Parents may be asked to come in and discuss the situation with the Head of Junior School and Nursery and/ or the Assistant Headteacher.

Blue Cards – children may be placed on a Blue Focus Card for one week, during which a report card is taken by the child to each lesson where their progress is recorded. These can be behavioural or academic.

MUSIC DEPARTMENT

Music plays a prominent part in the life of the Dixie Grammar Junior School.

We believe that music is important in itself and for its ability to change how we think, feel and act. We aim to provide all our pupils with access to a range of musical activities and to provide opportunities for them to deepen and broaden their musical interest and skills.

The Music Department presents a regular programme of concerts, recitals and musical productions, which may vary slightly from year to year. These are published in the School Calendar. Parents and pupils are asked to check dates and times in advance to eliminate any clashes with other commitments.

Ensembles & Examinations

Membership of the various ensembles is recommended for all musicians. Pupils at all levels are encouraged to perform in the various school concerts.

Pupils who have instrumental/vocal lessons at school are also expected to participate in school musical groups. Those having lessons out of school are also encouraged to audition to assist with their sight-reading and ensemble work.

The school is a centre for Associated Board of the Royal Schools of Music. Practical examinations are held at least twice a year, February and June. Pupils having lessons out of school are encouraged to use the school as a centre. ABRSM Theory examinations and other practical examinations are held when there are sufficient candidates.

Peripatetic Music Lessons

Individual instrumental and vocal lessons are provided on a weekly basis by a team of visiting peripatetic staff (string, brass, singing and woodwind lessons are provided).

Parents of pupils who express an interest in lessons are asked to contact the School Office. Advice on the choice of most suitable instrument and on hire or purchase of instruments is available if required. Pupils are generally expected to provide their own instrument and to purchase music as recommended by their teacher.

Lessons are generally given during the school day on a rota basis to ensure that pupils do not always miss the same academic lesson. Lesson rotas are drawn up by the Music Co-ordinator and/or the visiting member of staff. Younger pupils are collected for their lessons by their music teacher, older pupils are responsible for arriving on time. There are usually 32 lessons per year, to allow for school examinations etc., usually as follows:

Autumn Term	13
Spring Term (usually)	12
Summer Term (usually)	7

Most lessons are for 20/30 minutes weekly. Singing and guitar lessons for beginners may be given in pairs if preferred. The lesson-charging rate is set by the Director of Music and the Business Manager, both based at the Senior School.

Lessons are billed termly in advance and missed lessons adjusted. The current rate for lessons is currently based on £32.00 per hour individual lesson and pro-rata:

30 mins individual	£16.50
20 mins individual	£11.75

An annual charge of £5 is added to fees in January to cover the school administration, issue of practice diaries and to enable the school to provide and develop resources for pupils having lessons. The practice diary is intended as an aid to communication to help pupils, parents and peripatetic staff 'keep in touch' as well as to record the work to be prepared.

Lessons missed without prior warning are charged for, lessons missed through illness are made up if possible and extra lessons may be given by individual arrangement. Pupils are entered for external Theory and Practical examinations when appropriate. Parents will be consulted in advance and examination fees added to the following term's school account upon receipt of written permission.

Visiting staff are self-employed and responsible for contracts, administration and billing for their own lessons.

NB: Parents enter into a contract with the individual peripatetic music teacher concerned and **a minimum of a full term's notice or fees in lieu is required.** Junior School staff are supported by the Director of Music who has overall control of peripatetic lessons, selection of pupils and allocation of staff and also assists with any administrative problems

Care of Instruments

No pupil should interfere with the personal instrument of any other member of the school. Parents should check that the instrument case is labelled clearly inside and out and that the instrument is adequately insured. This can usually be done under the 'all-risks' section of a general household policy.

School instruments may be used by pupils with the permission of a member of the Music Staff. Instruments and equipment may be taken home with permission and the agreement of parents, who are responsible for school property whilst in the care of their child. The parents of any pupil concerned should sign for any equipment on loan.

Year 3 - Strings

In Year 3 children will have tuition as a year group on either the violin or the cello. This will be taught by strings specialists. The School has a supply of instruments which will be leased to the children for £16 per term. No charge is made for this tuition.

Following on from these group lessons, pupils are given the opportunity to have individual private lessons.

House Activities

There are two Houses, Lancaster (blue) and York (yellow). When a pupil joins the school they will be allocated to either York or Lancaster, siblings are placed in the same house.

Merits and ClassDojos achieved for academic work count towards the inter-house competition. Children will also have the opportunity to take part in many inter-house sporting competitions including netball, hockey, football, rugby, swimming, cross country and athletics. It is our aim to create an environment promoting wholesome competition within school to stimulate pupils to do their best in all of their endeavours.

Sports Competitions

These usually take place during school time and are mainly played in year groups. Current Pattern:

Autumn	Netball and Football
Spring	Hockey and Tag Rugby Cross Country Swimming Gala
Summer	Rounders and Cricket Whole School Sports Day (Junior and Senior School) Quadkids

Children are also invited to represent the School at ISA, LPSSA and HABSSA competitions.

Abbreviations:

ISA – Independent Schools Association

LPSAA – Leicestershire Primary Schools Athletics Association

HABSSA – Hinckley and Bosworth School Sports Association

Head Boy / Girl and House Captains

Pupils in Year 4 are invited to apply for the post of Head Boy and Head Girl. These applications will be considered by the Senior Leadership Team. Discussions will take place within the SLT and with staff in general, regarding the choice for the positions of Head Boy and Head Girl and House Captains in the coming academic year. The final choice lies with the Head of Junior and Nursery School.

Role of Head Boy / Girl and House Captains

- Provide a role model within the School
- Set a good example in behaviour and appearance
- Liaise closely with the teaching staff and School Council
- Represent the school at Speech Day and other events

Extra – curricular Activities

The School prides itself on being able to offer a wide variety of extra-curricular activities with all children encouraged to take part in at least one activity per term. Once pupils have committed to a club they are expected to attend on a regular basis. Clubs on offer vary from term to term and a list of activities will be sent to parents at the beginning of each term.

These are some of the activities we offer throughout the year.

Hockey	First Aid
Cricket	Brass Group
Speech and Drama*	Puzzle and Board Games Club
Multi Sports	Fencing*
Rounders	Skiing*
Tri Golf	French
Triathlon	Cookery
Choir	Ballet*
Yoga*	Didi Rugby*
Gardening	Recorders
Dance	Tennis*
Science	Arts and Crafts
Magazine Club	Doodle Club
Athletics	Nature Detectives
ICT Club	Story and Illustration Club

*Please note that activities marked with an asterisk are available at an additional cost. If your child is interested in taking up instrumental music or drama lessons please contact the School Office for more information.

The current list of activities is published on the website and updated termly.

Important Dates during the Year

Terms Dates 2017/2018

Autumn 2017

- **Term Begins** Monday 4 September
- **Open Morning** Saturday 7 October
- **Half term holiday** Monday 16 October – Friday 27 October
- **Term Ends** Wednesday 20 December

Spring 2018

- **Term Begins** Tuesday 9 January
- **Half term holiday** Monday 12 February – Friday 16 February
- **Term Ends** Wednesday 28 March

Summer 2018

- **Term Begins** Monday 16 April
- **May Day Bank Holiday** Monday 7 May
- **Half-term holiday** Monday 28 May – Friday 1 June
- **Term Ends** Friday 6 July

Induction Day for New Pupils

Summer Term

Senior School Entrance and Scholarship Examination

Spring Term

Music & Drama Events

(please see School term calendar for detailed programme of events)

Carol Service

Autumn Term

Nativity Plays (EYFS & Yrs 1 & 2), Year 5 Play

Autumn /Spring Term

Beginners/Intermediate Spring Concerts

Spring Term

Ensemble Summer Concert

Summer Term

ABRSM Examinations

Spring/Summer Terms

Year 3 Strings Concerts

Termly

Open Morning (Saturday)

The Nursery, Junior and Senior Schools are open to all parents, pupils and prospective pupils, and also to the general public. Year 4 pupils assist by acting as guides for visitors at the Junior School; Year 5 pupils are invited to visit the Senior School.

Autumn Term

Open Days

The Nursery, Junior and Senior Schools are open to prospective parents and pupils during a normal school day. Visitors are escorted around the School by members of the Senior Leadership Team.

Termly

Nursery Open Morning (Saturday)

This morning is for prospective new families to spend some time together in the Nursery. During the morning parents will have the opportunity to speak to members of the Nursery School staff and visit the Reception Classes.

Summer Term

Whole School Sports Day

Summer Term

Swimming Gala

Spring Term

Speech Day

This is a celebration of the pupils' achievements.

Summer Term

The Nursery Speech Day takes place on the same day.

(Last day)

All children are invited to take part and parents invited to attend.

Prizes awarded at Speech Day

Prize	Awarded to ... for ...	Awarded by
Year Prize	The pupils in each year group who came 1 st , 2 nd and 3 rd in their end of Year assessments in English and Maths.	Class teacher
Honourable Mention	The pupil in each class who has made the most progress academically and/or demonstrated the most effort throughout the year.	Class teacher
Gold Science Awards	Awarded to one pupil in each class in Years 2, 3, 4 & 5.	Class teacher/Science Co-ordinator
Year Merit	The pupil in each class with the highest accumulated number of merits over the year.	Class teacher
Humanities Award	Awarded to one pupil in each year group for :- <ul style="list-style-type: none"> • High level of achievement • Independent work • Specific interest and knowledge. 	Class teacher
Art Award	Awarded to one pupil in each year group at the teacher's discretion for Art.	Class teacher
Drama/Music Award	Awarded to one pupil in each year group at the teacher's discretion for Drama/Music.	Class teacher/Music co-ordinator
PE Award	Awarded to one pupil in each year group who has demonstrated excellent PE skills.	PE Department
ICT Award	Awarded to one pupil in each year group.	Subject teacher
Language Award	Year 5 pupil who has shown a particular flair for languages (French/Mandarin).	Language Co-ordinator
The Willmott Cup for English	Year 5 pupil for outstanding creativity and use of language. A flair for writing stories that engage the reader.	Year 5 Teachers
The Vann Music Prize	For talent and dedication. <i>Any year group.</i>	Music Co-ordinator
The Dixie Speech and Drama Trophy	For outstanding performances during school productions. <i>Any Year Group.</i>	Teaching staff
Cooper Trophy for Girls' Sport	Continued commitment to, and achievement in, sport.	PE Department
Valentine Shield for Boys' Sport	Awarded to a Year 5 pupil who has shown continued commitment to, and achievement in, sport.	PE Department
Abraham Cup for Swimming	Awarded to a Year 5 pupil who has shown continued commitment to, and achievement in, swimming.	PE Department
Scholarship Winners	Year 5 pupils for academic ability.	Headmaster based on Scholarship Examination results
Head Boy and Head Girl	Appreciation for representing the School throughout the year.	Head of Junior School
House Captains	Appreciation for representing their House throughout the year.	Head of House

Tuition Fees and Additional Costs

Junior School

From September 2017 the termly tuition fees are as follows:

	Tuition Fees	Meals per day	Milk per day
Reception, Years 1 & 2	£2850*	£2.90	£0.34
Years 3 – 5	£3235	£3.15	£0.34
Sibling Discount Scheme	One sibling = 5%, Two siblings = 10%, Three siblings = 20%		
Before School Club (8.00 – 8.30 am)	£2.50 per session (an extra £1.25 applies from 7.45 - 8.00am)		
After School Homework Club (3.30 – 5.25 pm)	£4.90 first hour, £1.15 per quarter of an hour thereafter. Maximum charge £9.50		

In the Junior School all standard books and stationery are included in the above fees but please note that the following optional items are not included:

Lunch, Transport to and from School, Personal Accident Insurance, Fees Remission Insurance and School Trips.

Nursery School

All day 8.30 am – 3.30 pm with lunch and snacks provided £48*

** Registered to accept Government Nursery Funding – Funding for the financial year 2017/18 is available for a maximum of 15 hours per week for up to 38 weeks. (Please refer to the Pippins Nursery School section for more information.) Funding continues into the Reception Class until the term of your child's fifth birthday.*

While fees are revised annually any change will be notified to parents at least one term prior to its implementation. Fees are due on the first day of term. A monthly payment plan is available, further information is available on request.

For further information please contact Mr S Murphy, Business Manager, on Tel. 01455 292244 or email BusinessManager@dixie.org.uk

Insurance

Personal accident insurance is automatically provided within the termly charges, this covers for permanent disability or death.

You have the option to cover your child when absent from school due to illness, accident, and contact with infection for a continuous period of at least five days (excluding weekends). A leaflet giving full particulars of this option is included with the first invoice sent to all new parents. If you do not wish to participate in this scheme, simply deduct the charge from your first fee payment.

Parents are reminded that the School cannot insure pupils' property. If cover is desired, that is the responsibility of parents, but it is strongly recommended that valuable items of clothing and personal belongings are named and students are responsible for the safe keeping of their own property at all times. No personal clothing or other belongings should be left in school overnight.

Scholarships & Bursaries

The Sir Wolstan Dixie Scholarship

This Scholarship is a bursary for pupils living within the Beneficial area* of the Dixie Educational Foundation, who for financial reasons would be unable to attend the School without financial help, and who also demonstrate academic excellence in the examination for entry into Year 7 of the Dixie Grammar School. If two or more candidates satisfy these criteria, then the award will be given to the candidate who does better in the entrance examinations. The scholarship will not be awarded if no candidate reaches the academic level specified by the Trustees of the Dixie Educational Foundation, who fund this award.

**The Beneficial area of the Dixie Educational Foundation is the area formerly contained in the ancient parish of Market Bosworth (with the former parish of Cadeby) and is the area now comprising the civil parishes of Market Bosworth, Barlestone, Carlton, Shenton, Sutton Cheney and Cadeby.*

Leicestershire Independent Educational Trust Bursary

One of the aims of The Leicestershire Independent Educational Trust (LIET) has always been to provide a grammar school education for boys and girls of all backgrounds. The Trust is able to provide bursary support (up to full fee remission) for a number of pupils entering the school each year. These bursaries are funded by the generosity of past students and their parents, and from the resources of the School. There are no residential requirements for these bursaries and they are available for all students except those in the Nursery. Further information and forms are available to download from the School's website. Alternatively, please contact Mr S Murphy, Business Manager, at the Senior School Tel: 01455 292244.

Academic Scholarships

Academic Scholarships for pupils entering Year 6 and 7 are awarded on the basis of the entrance examinations held in January. All Year 5 pupils are invited to enter.

Music Scholarships

Music Scholarships are available from Year 7 and may also be offered to Sixth Form students who demonstrate the highest of musical performance in one or more instruments or voice.

Sixth Form Scholarships

Scholarships are available for academic excellence, art, music and sport. Examinations, interviews and auditions are held in January/February each year.

Medical Procedures

We request that you advise the School of any medical condition and /or change of contact details. If we cannot contact parents we will take the decision to act on your behalf. If a child becomes ill during the school day we will ask parents to collect them. **If your child has experienced sickness or diarrhoea they should not be sent to school for at least 48 hours after the last bout.**

The School keeps a record of any first aid treatment given by a first aider in our accident book in the School Office and EYFS Department.

Personal medication must be kept in the School Office as Office Staff control prescribed and non-prescribed medication. Parents whose children require medication during the school day must hand it into the Office, clearly labelled with name and dosage, for safekeeping. The Office Staff will administer medication at the appropriate time providing the relevant consent form has been signed. Forms are available from the School Office or can be downloaded from the school's website. Where possible, medication should be timed to be administered before and after the School day. Nursery Staff follow procedures for Nursery children.

Pupils with asthma and severe nut allergies are responsible for keeping inhalers and epipens with them at all times, age allowing. Spare medication should be clearly marked and given to the Office at the beginning of each academic year. It is the parents' responsibility to ensure that these are kept in date.

Head Injuries

If your child bumps their head or has an injury during the school day your child will bring home an accident report form. Should you wish further information on any accident please contact the School Office.

Accident Report Form

Name: _____ Class: _____ Date: _____

Information to parents:-

Your child has had an accident at school today. You are advised that although staff have given first aid treatment, you should be aware of the injury.

Nature of injury: _____ Time: _____

Location of injury: _____ First Aid given: _____

Parent informed by telephone *tick as appropriate.*

For head injuries please read the following advice:

If one or more of the following symptoms occur please seek medical advice.

1. Blurred or double vision
2. Drowsiness
3. Nausea/vomiting
4. Fits
5. Increasing headache
6. Increasing sleepiness or unconsciousness
7. Uncontrollable or peculiar behaviour
8. Sudden shortness of breath
9. Abdominal pain

First Aider: _____

Counter Signature: _____

Infectious Diseases

If a pupil has been exposed to an infectious disease, or if any such disease breaks out at his/her home, the School must be notified immediately. It is the policy of the School to follow the guidance on infection control in schools and nurseries issued by Public Health England (<https://www.gov.uk/government/organisations/public-health-england>).

Head Lice

Please inform School if your child is found to have head lice. All parents will be informed from School with treatment information if head lice are found.

Sun Cream

In the warmer weather we ask that you ensure your child is protected with a suitable sun block cream before they arrive at school. There are a number of very effective 'once-a-day' creams on the market, which will provide the necessary cover for the School day. Children should not bring products to School to apply themselves.

Eye Tests

The School offers vision screening to all Year 1 children and any new pupils who have joined us in Years 2 to 5. The vision screening programme enables us to detect any impairment in distance or near vision and perception of colour. The information obtained from this screening is preliminary and does not constitute a diagnosis of vision problems. We will, however, inform you of your child's results, as further investigation may be needed.

Should you wish to have more detail on our procedures please refer to the First Aid Policy on the website: www.dixie.org.uk

Transport

Trips/Visits

On joining the School you will be asked to complete an Education Visit Consent Form. This form provides us with the information the School needs to take your child out on educational visits throughout their time at the Dixie Grammar Junior and Nursery School. All year groups will have an educational outing to complement the curriculum. Year 4 and 5 pupils also take part in a residential trip. It is important that you keep us informed of any changes to this form and return reply slips or payments by the deadlines given.

In the Nursery all children and parents are invited to take part in all trips, even if it is a day the children were not scheduled to be in Nursery. In the Junior School parents will be offered the opportunity to accompany their children on some excursions but places will be limited and will be subject to a clear DBS (Disclosure and Barring Services) check.

Parents accompanying their children on school trips and leaving their cars at school all day, should park in the main car park at the rear of the sports pavilion, not on the playground or front driveway.

School trips will require school uniform unless pupils are informed otherwise. If pupils are ill on the day of a school trip, contact should be made with the School as early as possible.

Children who normally have a school dinner will be provided with a packed lunch when on school trips.

Parking on site

Parents dropping off and collecting children should use the back car parks in the morning and at the end of the day. To ensure the children's safety parents should escort their children to and from the classroom area.

Shuttle Bus

The School operates a shuttle bus in the mornings and afternoons between the Senior and Junior Schools. All parents wishing their child to use this service should complete the appropriate paperwork available from the School Office.

Senior School pupils dropped off at the Junior School before 8.00am will be transported to the Senior School.

Pupils dropped off at the Senior School before 8.45am will be escorted to the Junior School. Parents should register their child with the Travel Escort on arrival.

Parents wishing their children to catch the shuttle bus at the end of the day should inform their child's Keyworker / Class Teacher at morning registration. All Junior and Nursery School pupils collected at the end of the day from the Senior School must be signed out by a parent/legally responsible adult.

- Pupils catching the shuttle bus must remain orderly at all times. They must not eat or drink in the queues or on the buses.

School Coaches

Junior school pupils travelling on the route buses, will alight and board in Back Lane opposite the High School. Children must be 7 years of age to use this service unless travelling with an older sibling. For information on prices and routes available please contact the School Office. All parents wishing their child to use this service should complete the appropriate paperwork.

Code of Conduct

The school coach services are provided either by our own minibuses or by local companies. It is vital that pupils recognise that they have a part to play in making the operation run smoothly. Pupils must observe the following Code of Conduct and always uphold the reputation of the School. Poor behaviour has serious health and safety implications as it could distract the driver and potentially lead to a serious accident.

- Pupils with their parents should be waiting at the designated stop five minutes before departure time, easily visible to the driver.
- Pupils must be courteous to all and particularly to the driver, who should be greeted at the start and thanked at the end of each journey.
- Pupils must observe all the safety rules of the coach company.
- Pupils must obey any instruction from the coach driver and any appointed senior person, including Senior School Prefects.
- Pupils must sit on seats with their feet down with safety belts fastened throughout all journeys.
- Shouting, screaming or undue noise that may distract the driver, throwing of any object, removing possessions from others are all unacceptable, as is the use of coarse language.
- There must be no eating or drinking; this includes chewing gum.
- No litter should be left on the coach.
- Pupils are responsible for their own possessions.
- Pupils will be picked up and set down at the designated points only.
- Pupils must always get permission from the School Office, with a letter from parents, before travelling on a different bus from normal at the beginning/end of the school day.
- Pupils must follow the School Uniform Dress Code and must not travel on a coach in muddy footwear/clothing.

The driver and/or Senior School prefects will report to school any breach of rules. The School will not tolerate any discourteous or rowdy behaviour on the coaches and parents should be aware that pupils who breach this code may be excluded from the coach service with no refund of fares for that term. Whilst we acknowledge the inconvenience this may cause, the disciplined conduct and health and safety of our pupils must be our top priority.

Using the Route or Shuttle Bus

All enquiries regarding the coach services should be directed to Mr K Smith, the Facilities Manager. Email: facilities@dixie.org.uk or Tel: 01455 292244.

School Closure: Snow Arrangements

Deciding whether or not to remain open in the event of snow is always a very difficult decision. However, the general principle is that the School will remain open, except in the most exceptional circumstances. The decision is reviewed at least daily and the arrangements changed as appropriate.

Individual parents and staff will need to make their own decision on each occasion, as to whether to travel to school or not, dependent on local conditions and the safety of themselves and their children, which must of course always be paramount.

Should weather conditions significantly alter during the School day our website will be updated. We will seek to communicate clearly and efficiently with you and if you decide it is necessary to collect your son/daughter during the school day, please report to the School Office.

Information may also be obtained from:

- School (Senior, Junior and Nursery) telephone **01455 292244**
(NB: in the event of extreme weather it may not be possible to update this each morning)
- BBC Leicester website www.bbc.co.uk/leicester
- Radio Leicester (**FM 104.9**) **Oak FM (FM 107.9)**.

Uniform

Appearance

Our excellent reputation is vital and the way pupils look and behave is extremely important. It may be useful for parents to note the following points in addition to the standard uniform list.

Pupils must wear the correct school uniform and be of smart appearance at all times. Ties must be correctly tied and top shirt buttons fastened. Trainer socks are not allowed. Shirts must be tucked in. Long sleeve shirts with rolled up sleeves are not acceptable. All pupils must come to school and go home from school in full uniform unless advised to do otherwise. Blazer and tie must be worn to Assembly. In lessons blazers may be removed but ties must not be removed or lowered unless permission is given by a teacher. When moving around school blazers should be worn unless the weather is exceptionally hot when pupils will be allowed to remove them. Only badges awarded through school can be worn as part of the uniform.

In September children may come to school wearing either their winter or summer uniform, depending on the weather. Winter uniform is compulsory after the October half-term. Summer uniform must be worn for the whole of the Summer Term.

Girls

Hair

- If long (i.e. touching shoulders) hair should be securely tied back.
- All hair to be off the face, clear of eyes. Fringes should not hang in or over the eyes.
- No exaggerated cut.
- Hair ribbons/scrunchies – blue, black or brown: hair braids and bands are not acceptable.
- Hair slides – plain, school colours only (no butterfly clips).
- Brightly bleached, obviously coloured or streaked hair is unacceptable in school.
- Nail varnish is not permitted.

Jewellery

- No jewellery should be worn except a wristwatch.
- If ears are pierced one set of plain studs only to be worn (in normal place) and should be removed or covered with tape for PE.
- For health and safety reasons other body piercings are not allowed and pupils will be asked to remove any extra studs or rings that they may be wearing in school.
- Charity wristbands sold in School can be worn for a short period as can achievement award badges ie cycling proficiency.

Boys

Hair

- Hair must be short and tidy, neatly cut and not touching the shirt collar.
- Exaggerated styles should be avoided.
- Fringes must be off the face and clear of the eyes.
- Brightly bleached, obviously coloured or streaked hair is unacceptable in school.

Jewellery

- The only jewellery acceptable is a wristwatch.
- Boys are not permitted to wear earrings.

Uniform Supplier

- **Jilly Beans Uniform & Workwear**, www.bridget@jillybeans.co.uk
Tel: 01827 881396 or (m) 0796 761 9645

Boys' Uniform

Winter Uniform List

- ❖ School Blazer
- White long-sleeved shirt
- ❖ Navy jumper with logo
- ❖ Tie
- Long grey trousers
- Grey socks
- Black Shoes
- ❖ Art overall
- ❖ School coat with logo
- ❖ Book Bag with logo

Please note:

- ❖ ***These items must be purchased from the school outfitters.***

Extras

- ❖ Navy fleece hat and scarf with logo
- ❖ Navy gloves or mitts

Summer Uniform List

- ❖ School Blazer
- Black shoes
- White short sleeved shirt
- ❖ Tie
- ❖ Navy jumper with logo (*if cold*)
- Grey shorts- no large pockets on sides / legs
- ❖ Long grey school socks with blue bands
- Sun hat – *available from the School Office*

PE and Swimming Uniform List

All children

- ❖ White polo shirt with school logo
- ❖ Navy shorts with blue stripes
- Short white sports socks
- Appropriate white trainers for outdoor lessons – no flashing lights

Swimming Kit

- ❖ School sports bag with school logo
- Plain navy swimming trunks
- School swimming hat (house colours) –*available from School Office*

Reception to Year 2

- ❖ School jersey tracksuit with hood and school logo

Years 3 to 5

- ❖ Navy blue reversible rugby shirt with stripe (house colours)
- ❖ School navy tracksuit with school name on back
- ❖ DGJS personalised navy football socks
- Football boots and shin pads

- ❖ ***These items must be purchased from the school outfitters***

Girls' Uniform

Winter Uniform List

All children

- ❖ School blazer
- ❖ School coat with logo
- ❖ Book bag with logo
- Black Shoes
- ❖ Plain Navy tights or plain long white socks
- ❖ Art overall

Extras

- ❖ Navy fleece hat and scarf with logo
- ❖ Navy gloves or mitts

Reception to Year 2

- ❖ Navy polo jumper
- ❖ School pinafore dress

Years 3 to 5

- ❖ School skirt
- ❖ Tie
- ❖ Navy jumper with logo
- White long-sleeved shirt

Summer Uniform List

- ❖ School blazer
- ❖ School dress
- ❖ Royal blue cardigan
- Short white socks (no frills)
- Sun hat – *available from the School Office*
- Black shoes or navy sandals

For Health and Safety reasons open toe sandals should not be worn.

PE and Swimming Uniform List

All children

- ❖ White polo shirt with school logo
- ❖ Navy shorts with blue stripes
- Short white sports socks
- Appropriate white trainers for outdoor lessons – no flashing lights

Reception to Year 2

- ❖ School jersey tracksuit with hood and school logo

Years 3 to 5

- ❖ School navy tracksuit with school name on back
- ❖ Navy blue reversible rugby shirt with stripe (house colours)
- ❖ DGJS personalised navy football socks

Swimming Kit

- ❖ School sports bag with school logo
- Plain navy swimming costume
- School swimming hat (house colours) - *available from School Office*

- ❖ **These items must be purchased from the school outfitters.**

Nursery Uniform

Boys' Winter Uniform

- ❖ Pippins sweatshirt
- ❖ Pippins blue polo shirt
- Trousers – navy or black

Girls' Winter Uniform

- ❖ Pippins royal blue cardigan
- ❖ Navy pinafore dress
- ❖ Pippins blue polo shirt
- Plain navy tights or plain long white socks

All children

- ❖ Pippins rucksack
- ❖ Pippins book bag ~ *available from the school office*

Girls' Summer Uniform -

- ❖ Blue & white gingham dress
- ❖ Pippins royal blue cardigan with logo
- White ankle or long socks
- Sun hat (legionnaire type) – *available from School Office*

Boys' Summer Uniform -

- ❖ Pippins blue polo shirt
- Shorts (navy or black)
- Short navy socks
- Sun hat (legionnaire type) – *available from School Office*

PE

- ❖ School PE white polo shirt
- ❖ School shorts
- ❖ School jersey tracksuit with hood and school logo
- Plain white velcro trainers

All hair accessories should be blue, black or brown

Shoes should be black or blue – no open toe shoes or sandals for health and safety reasons.

A pair of named wellingtons (*to be kept at school*). Please can these be named on the soles.

A pair of waterproof trousers (*to be kept at school*).

- ❖ ***These items must be purchased from the school outfitters.***

PTA

This information has been written by our Parent Teacher Association (PTA) especially for you as a family within our school community. It aims to set out all the information you will need about our PTA which is a big part of our school life. If you have any questions after reading it please do get in touch with one of our Committee Members or ask via a Teacher, Form Representative or the School Office.

Why do we have a PTA?

We are very fortunate to have a PTA that has been such an integral part of the school for many years. Since it began in 1990, the PTA has raised many thousands of pounds which have been spent on resources to enhance our children's education and enrich their experiences.

But it is much more than just fundraising. The PTA exists to provide closer links between Home and School and it is an excellent way to bring staff, parents and friends together socially in support of the school, whilst working toward a common goal.

All parents are automatically members of the PTA as soon as they join the school and everyone can get involved, even if they have only a small amount of time available.

How we raise money

As in most schools, the majority of our funds are raised through the events that we run. Some of our most popular events are the Christmas Bazaar and Summer Fair but we have also held barn dances, fashion shows, quiz nights, race nights, shopping nights, golf days and discos. We have also printed calendars and tea towels.

So you can see there is always something going on! We always try to respond to the children's requests for events and it is great to see them having fun at the events or enjoying using a piece of new equipment that the PTA has donated. All donations are extremely important and can be in the form of time, money, items for sale, donations for raffles or offers of services and skills etc.

How we spend the money we raise

In the main, the PTA funds are for the 'extras' not provided by the school budget and contribute to make our children's learning experiences so much more fulfilling and exciting; our funds are not usually spent on improving the fabric of the school building, as this is felt to be the responsibility of the school governing body. Our constitution commits us to spending money on things that will benefit the children directly, but from time to time, we will vote to direct our fundraising towards school projects that will ultimately benefit the children e.g. the outdoor learning area.

How can you get involved?

We really couldn't achieve what we do without the tremendous spirit of the parent community in school. There are lots of ways you can support your child's school experience through the PTA. Offering your help at events is so valuable – it really is a case of 'many hands make light work!' It doesn't matter if you can't help on a regular basis. You may wish to volunteer to be a Form Rep or a Committee Member or attend the AGM to give us your ideas for fundraising events.

Thank you for taking the time to read our information. We hope you now know a little more about your PTA. On behalf of all the children, we would like to thank you for your valuable support, which enriches their school experience and provides many special occasions to enjoy.

Thrifty Shop

The PTA Thrifty Shop has various items of school uniform that are in excellent condition and which can be bought at a much-reduced price. If you wish to take a look at what is available, please contact the Junior School Office to make arrangements.