

# Parent and Pupil Guidance Booklet 2019 – 20



**The Dixie Grammar**  
Junior School and Nursery

*An excellent*  
"A ~~good~~ education is a gift that lasts for ever"



# CONTENTS

<b>WELCOME TO THE DIXIE GRAMMAR SCHOOL</b> .....	5
The Dixie Grammar Junior and Nursery School .....	5
School Motto .....	5
Aims and Values .....	6
School Contact Details.....	6
Governors and Staff .....	7
<b>ADMISSIONS PROCEDURES</b> .....	9
Nursery Entrance Requirements .....	9
Transfer from Nursery to Reception .....	9
Junior School Entrance Requirements .....	9
Transfer from Year 5 to the Senior School .....	9
<b>PASTORAL CARE</b> .....	9
<b>COMMUNICATIONS TO AND FROM SCHOOL</b> .....	10
Pupil Information Form.....	10
Compliments and Concerns .....	10
ParentMail(PMX).....	10
ClassDojo.....	10
Homework Diaries.....	11
Website, Calendars and Newsletters.....	11
Reports and Parents' Evenings .....	11
<b>GENERAL INFORMATION</b> .....	12
Junior School Day.....	12
Nursery School Day .....	12
Security .....	12
Assemblies.....	13
Out of School Achievements .....	13
Morning Break.....	13
Lunch .....	13
Attendance at School.....	13
Reporting Absences and Notes from Home .....	14
Signing In and Out of School .....	14
Late Arrivals to School .....	14
End of Day .....	14
Before and After School Care .....	14
Equipment and Stationery.....	15
Storage.....	15
Personal Property .....	15
Lost Property.....	15
Mobile Phones .....	15
<b>POLICIES</b> .....	16
<b>CURRICULUM</b> .....	17
Early Years Foundation Stage (EYFS) .....	17
Curriculum for Years 1 - 5.....	17
<b>HOMEWORK</b> .....	17
Presentation Expectations – Yrs 3, 4 & 5 .....	18
General Principles.....	19

<b>STANDARDS OF BEHAVIOUR</b> .....	20
Expected Behaviour.....	20
Positive Reinforcement .....	20
Merits and Dojo Points.....	20
Gold Book .....	21
<b>MUSIC DEPARTMENT</b> .....	22
Ensembles & Examinations .....	22
Peripatetic Music Lessons .....	22
Care of Instruments .....	23
Year 3 - Strings .....	23
Year 4 - Woodwind and Brass.....	23
<b>HOUSE ACTIVITIES</b> .....	24
Sports Competitions.....	24
Head Boy / Girl and House Captains.....	24
<b>EXTRACURRICULAR ACTIVITIES</b> .....	25
Term Dates 2018/2019 .....	26
<b>PRIZES AWARDED AT SPEECH DAY</b> .....	27
<b>TUITION FEES AND ADDITIONAL COSTS</b> .....	28
Junior School .....	28
Nursery School .....	28
Insurance .....	28
Scholarships & Bursaries.....	29
<b>MEDICAL PROCEDURES</b> .....	30
Head Injuries.....	30
Infectious Diseases.....	31
Sun Cream .....	31
Eye Tests.....	31
<b>TRANSPORT</b> .....	
Trips / Visits .....	32
Parking on site .....	32
Shuttle Bus.....	32
School Route Buses .....	32
Code of Conduct.....	33
Using the Route or Shuttle Bus .....	33
School Closure: Snow Arrangements.....	33
<b>UNIFORM</b> .....	34
Appearance.....	34
Boys' Uniform.....	35
Girls' Uniform .....	36
Nursery Uniform.....	37
Uniform Supplier .....	37
<b>PTA</b> .....	38
<b>Early Years Foundation Stage (EYFS)</b> .....	39



## **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 to which you can refer back 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 extracurricular 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, drama or art.

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

<b>Junior School and Nursery:</b>	Telephone	01455 293024
	Email	infojs@dixie.org.uk
<b>Senior School:</b>	Telephone	01455 292244
	Email	info@dixie.org.uk
<b>Whole School Website</b>	<a href="http://www.dixie.org.uk">www.dixie.org.uk</a>	
<b>Facebook</b>	facebook.com/the.dixie.grammar	
<b>Twitter</b>	@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 Fenton Parkes** (Chair)

**Mr M Ashfield**

**Mrs S R Davies**

**Ms L Pittwood**

**Mr P Bowman**

**Mrs C Ellis**

**Mr I Smith**

**Mr S Boyes**

**Dr C H Kendall**

**Mr A Churchill**

**Mr M Mihsein**

*Should you wish to contact the Chair of Governors, Mrs Fenton 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 (pastoral), Year 3 Teacher

**Miss Kirsty Mee**, Assistant Headteacher (academic), Year 5 Teacher

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

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

## Staff List

**Mrs Elizabeth Beamish**, Year 3 Class Teacher

**Miss Charlotte Bennett**, Reception Class Teacher

**Mrs Diane Bragg**, Early Years Educator, Paediatric First Aid

**Mrs Gemma Brining**, Teaching Assistant, Paediatric First Aid

**Mrs Elaine Cartwright**, Teaching Assistant, Paediatric First Aid

**Mrs Clare Cormack**, Reception Class and Year 3 Class Teacher, Forest School Leader  
Paediatric First Aid

**Miss Sarah Dicksee**, PE Teacher

**Mrs Rebecca Dockrell**, Early Years Educator, Paediatric First Aid

**Mrs Maryann Dye**, Director of Music\*

**Mrs Helen Gresty**, Reception Class Teacher

**Mrs Heather Jarvis**, Music Co-ordinator

**Mrs Cheryl Long**, Teaching Assistant

**Mrs Petra Lynn**, School Support Officer, Paediatric First Aid

**Ms Olivia Mason**, Music Teacher

**Miss Sophie Maunder**, Year 1 Class Teacher, Paediatric First Aid

**Mrs Sian Oncul**, Teaching Assistant, Paediatric First Aid

**Miss Cariad Sandford**, Early Years Educator, Paediatric First Aid

**Mrs Catherine Nightingale**, Year 4 Class Teacher

**Mrs Wendy Perry**, Higher Level Teaching Assistant in Year 5

**Miss Kirsty Reason**, Year 4 Class Teacher

**Mr Mark Rogers**, Music Technician & Tutor (guitar, ukulele)

**Mr Chris Vernon**, PE Coach

**Mr Matthew Ward**, Year 2 Class Teacher

## **Homework Club Supervisors**

**Mrs Elaine Cartwright**, Teaching Assistant, Paediatric First Aid

**Mrs Sian Oncul**, Teaching Assistant, Paediatric First Aid

**Mrs Carrol Smith**, Paediatric First Aid

## **Before School Club Supervisors**

**Mrs Gillian Hayward**, Paediatric First Aid

**Mrs Wendy Perry**, Higher Level Teaching Assistant, Paediatric First Aid

## **Travel Escort**

**Mrs Julie Bailey**

## **Caretakers**

**Mr Ben Harper**

**Mr Rob Marston**

## **Administrative Staff**

**Mrs Susan Dawkins**, Finance Manager\*

**Mr Joe Finch**, ICT Support Technician\*

**Mrs Laura Fletcher**, School Administrator, First Aid at Work

**Mr Steve Green**, Groundsman\*

**Mrs Sue Hemsworth**, School Administrator, First Aid at Work

**Mr Paul Kirk**, Operations & ICT Manager\*

**Mr Joel Pankhurst**, Catering Manager\*

**Facilities Manager and Health & Safety Officer\***

## **Visiting Staff**

Piano:

**Mrs Sarah Ennis**

Brass & Theory:

**Mr Kevin Dye\***

Woodwind:

**Mrs Alison Mitchell\***

Voice:

**Miss Olivia Mason\***

Speech & Drama:

**Mrs Deborah Cunningham\***

**Miss Cathy Sullivan**

**Miss Ella-May Stanier\***

Cello:

**Mr Anthony Calverley**

Violin:

**Mr Tim Perkins**

Ballet:

**Mrs Claire Peace**

Tennis Coach:

**Mr Thomas Hall**

Dance:

**Mrs Tara Veasey-Watts**

Karate:

**Ms Sian Yates-Smith**

Spanish:

**Mrs Maria Carrero from Kidslingo**

\* These staff cover both Junior and Senior Schools



# **Admissions Procedures**

## **Nursery Entrance Requirements**

Children are eligible to start in the Nursery following their third birthday. The usual intake will be in the September term following their 3<sup>rd</sup> birthday but subject to availability, places may be offered sooner. Entry is non-selective but offers of places are made in consultation with parents, the Nursery Manager 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 (EYFS) Co-ordinators assess the children emotionally and socially, as well as in their academic development to ensure they are ready. The final decision regarding the offer of a place 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 into the Junior School.

## **Junior School Entrance Requirements**

Entry to the Junior School in Years 1, 2, 3, 4 and 5 is by written assessment in Maths and English, while entry to Reception 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 direct teaching within the classroom and to ascertain the children's levels of attainment. Through discussions with Junior School Class Teachers and 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 during Year 5 to take the Entrance Examination for the Senior School. Any pupils whose parents wish them to be considered for a scholarship will sit this examination alongside new applicants in January. During the Autumn Term, Year 5 parents are given the opportunity to enter their children for the examination.

To ensure a smooth 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. Sporting or other joint events involving Years 5 and 6 are also arranged during 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; in the Early Years Foundation Stage (Nursery and Reception) a Keyworker will be responsible for this role.

Pupils and parents should raise any problems, whether pastoral or academic, with the Class Teacher or Keyworker. These are the people with an overview of your child's progress and most problems can be resolved at this stage. If further assistance is needed, please consult with Mrs Baker, Assistant Headteacher (pastoral). (Appointments can be made through the School Office.)

## **Communication to and from School**

The school operates an 'Open Door' policy so that 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 Headmaster or the Head of Junior School and Nursery. When telephoning or making an appointment, it would be helpful if you indicate the nature 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 utmost sensitivity and the information you give will help us to support your child.

The School welcomes suggestions and encourages comments from parents, and takes seriously any concerns you may raise. We would much prefer to hear of these concerns directly rather than via social media or parent WhatsApp groups. Please contact the School Office with concerns. 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 document is created using 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. It is the responsibility of the parent to notify the School Office of any changes during the year.

### **Compliments and Concerns**

As a School, we like to know when we have done something particularly well and we are grateful for all 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 reliable and efficient manner.

In order to use ParentMail we need parents' email addresses and mobile telephone numbers. It is important that this information is kept up to date. Please be assured that 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 from either the Apple App store or the Google Play Store. This 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](http://www.parentmail.co.uk).

### **ClassDojo**

ClassDojo is a secure website and free app 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 guardian) 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. We should point out that the School Office **does not** have access to ClassDojo messages sent between you and individual teachers. Information on how to join ClassDojo will be given to you by your child's class teacher at the beginning of the Academic Year (or upon joining the School).

## **Homework Diaries**

Pupils from Nursery to Year 5 are given a 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 younger year groups, both staff and pupils may add 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. We also provide a printed booklet at the start of each term.

Sign in to the School Facebook and Twitter pages to follow events and read any news.

## **Parents' Evenings**

In the first half of each term, we hold a Parents' Evening; parent consultations are timetabled in slots of 15 minutes and provide an opportunity for parents to discuss their child's progress with their Class Teacher. If you, or the teacher, feel that 15 minutes is insufficient, 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. These appointments maybe held on the same evening or a separate time can be arranged.

Parents' evenings are intended for parents / guardians only; children may make use of the After School Homework Club free of charge until 5.25pm.

## **Open Classrooms**

In the second half of term, we hold our Open Classrooms sessions. These provide an opportunity for parents to look at their child's workbooks and sit with their children to talk through topics being covered. The times of these sessions alternate between morning and afternoon slots to offer flexibility to parents.

## **Written Reports**

At the end of each term, a written report is issued. 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.

## General Information

### Junior School Day

Lesson Times		
<i>Start</i>	<i>Finish</i>	
**8.50am	9.00am	Registration
9.00am	9.35am	Lesson 1
9.35am	10.10am	Lesson 2
10.10am	10.30am	<b>BREAK</b>
10.30am	11.05am	Lesson 3
11.05am	11.40am	Lesson 4
11.40am	12.15pm	Lesson 5
12.15pm	1.15pm	<b>LUNCHTIME</b>
1.15pm	1.45pm	Registration / Lesson 6
1.45pm	2.15pm	Lesson 7
2.15pm	2.45pm	Lesson 8
2.45pm	3.10pm	Assembly / Class time
3.10pm	3.20pm	Dismissal

Children are welcome in the classrooms **from 8.30am** when a class teacher will be in the classroom or year group. Children arriving before 8.30am must be signed in by a parent or carer at Before School Club. (See p. 28 for charges).

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

### Nursery School Day

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

### Security

Keypads limit entry at morning and evening pick up times so that 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 and the children at risk.

The school gates are locked at 9.00am and opened again at 3.00pm. Parents on site beyond 9.00am should move their car to the front car park and sign in at The School Office for Health and Safety reasons. This allows the Premises Officer to secure the site at 9.00am.

Access between 9.00am and 3.00pm can **only** be gained via the main School gate using the intercom system.

## Assemblies

School assemblies are held from 2.45pm - 3.10pm. Each week we have Singing Practice and Gold Book Assembly. All teachers lead assemblies, as well as the Head of the Junior School and Assistant Headteachers. On occasion, special guests are invited to talk to the children eg. First Responder, Police and School Governors.

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 at the School's annual Prize Giving.

## Out of School Achievements

As so many of our pupils enjoy a wide range of activities outside 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 children's achievements so please keep us informed.

## Morning Break

Junior School children should bring a healthy snack to eat at morning break – **BUT no nuts 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 drink as required. School water bottles are available to purchase for £4.50 from the School Office. No juice or squash should be brought to School.

Children in the Nursery and Reception Class (under 5 years of age) are entitled to a free daily milk (1/3 pint) 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. Please contact the School Office for further information.

## Lunch

All lunches are served in the main School Hall and are prepared and cooked on site by the School caterers. Menus are displayed on the School's website. The School caterers provide a wide variety of nutritionally balanced meals for pupils. Healthy eating is encouraged and themed days are designed to give the children access to new foods to try. There is always a vegetarian option and special dietary needs can be accommodated. Please make sure that we are made aware of any food allergies or other dietary requirements.

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

Changes to lunch arrangements must be made in writing (form available) with half a term's notice.

*Packed lunches are provided for pupils on school trips if they normally have pre-paid school lunches.*

## Attendance at School

Pupils are required to attend all School sessions, unless an absence has been requested in advance ***in writing*** by parents and granted by the Head of Junior School and Nursery. An email to [infojs@dixie.org.uk](mailto:infojs@dixie.org.uk) is acceptable. 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. The absence reporting option on the School phone system makes this very quick and easy.
2. Any absence not reported by parents/guardians on the first day will be followed up by a phone call from the School 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 thank you for your co-operation and support.

## **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 via [infojs@dixie.org.uk](mailto:infojs@dixie.org.uk).

Parents should give written notice in advance of medical and dental appointments; a note in the Homework Diary will suffice. Please arrange these outside of school hours 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 or carer via the School Office.

## **Late Arrivals to School**

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

## **End of day**

Pupils will be released from the care of their Keyworker / 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 in the Senior School yard until they are signed out by their parent or carer.

Parents wishing their children to catch a School route bus should contact the Facilities Manager, at the Senior School on Tel: 01455 292244 or email [facilities@dixie.org.uk](mailto:facilities@dixie.org.uk).

## **Before and After School Care**

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

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 phone the School Office. Children attending the After School Homework Club are given light refreshments and those staying beyond 4.45pm are provided with a sandwich. The teaching staff help with their homework after which various activities are on offer.

Parents are invoiced termly in arrears for sessions used. (Please see page 28 for costs). If for any reason you are unable to collect your child by 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 items will be provided. Pupils in Years 3-5 must ensure that they come to lessons with the the following:

- Pencil case (named) – ‘Dixie’ pencil cases are available from the School Office @£5.50
- 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 in to School must be clearly marked with the owner’s name.***

## Storage

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 / swimming kits on the shelving 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

It is the responsibility of each pupil to look after personal property including items of uniform. All **named** lost property will be returned to its rightful owner.

Every term there is a significant amount of unnamed and unclaimed lost property that we are unable to return to its owner, so we must stress the importance of labelling all of your child’s property.

## 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 in at 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 photographs.
- 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, Fitbits and other similar items are not allowed in School.

## **Policies**

Copies of the School's Policies are available on the School website [www.dixie.org.uk](http://www.dixie.org.uk) or from the School Office.

The Acceptable Use Policy is in the Homework Diary; parents and pupils are asked to sign it 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](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](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 that 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 direct teaching and purposeful play activities, both indoors and outdoors. (See page 39 for more details).

### **Curriculum for Years 1 - 5**

<b>Years 1 - 4</b>	English Maths PE RS History Geography Science ICT Art Design & Technology Music PSHE (Personal, Social & Health Ed) French	<b>Year 5</b>	English Maths PE RS History Geography Science ICT Art Design & Technology Music PSHE French Mandarin Verbal Reasoning (Scholarship group only) Positive Education sessions
--------------------	--	---------------	---



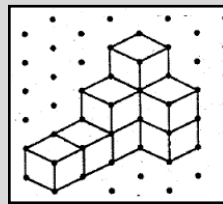

## Homework

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 child's education.

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

**Presentation Expectations – Yrs 3, 4 & 5**



<p>P1</p> <p><i>Monday 8<sup>th</sup> May</i></p> <p><i>To write using the past tense</i></p> <p>I write dates and titles in <b>full</b> for each piece of work.</p>	<p>P2</p> <p>I <b>underline</b> dates and titles with a ruler</p> <p><u><i>Monday 8<sup>th</sup> May</i></u></p> <p><u><i>To write using the past tense</i></u></p>	<p>P3</p> <p>I write in black ink</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>....<del>defintly</del>....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 <b>Next Steps</b> immediately by correcting or adding to my work, and by responding to 'Red Pen' Questions</p>	<p>P8</p> <p>I produce work to the <b>best of my ability</b> in my books and for all of my homework tasks.</p>	<p>P9</p> <p>I keep my books and folders <b>graffiti-free</b></p> 

## General Principles

Homework should reinforce techniques, skills and concepts developed at School and should provide an opportunity for differentiation. It includes 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 with parents or other responsible adults, should be encouraged. It is important that older pupils are given tasks such as researching 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 and number books and support them with their learning.

In Reception we encourage parents to read with their child and practise their sound and word mats daily. Maths work will also be set weekly to be completed in pencil.

In Years 1 and 2, parents should continue to support their child's reading, encourage them to learn sounds, phonic letters and spelling lists. Maths and Literacy work will also be set weekly to be completed in pencil.

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 from teachers to complete homework.

## **Standards of Behaviour**

We have clear expectations of standards of behaviour. Rules exist both for safety and to ensure 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 School
  - teachers and other School staff
  - visitors or other persons within and outside the School premises
- Behave in a manner that 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 grounds and buildings 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 ongoing verbal and non-verbal praise, the Junior School operates a system of rewards as follows:

### **Merits and Dojo Points**

Hard work and effort are rewarded with congratulatory Dojo (merit) points. These are given 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 Dojo points 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 for the children to 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/Dojo points	–	Bronze badge
550 merits/Dojo points	–	Silver badge
750 merits/Dojo points	–	Gold badge
1000 merits/Dojo points	–	Platinum award

At the end of each term, a shield is awarded to the child with the most Dojo points in each class and this is kept at home until the end of the following term.

At the end of the year, the child in each class who has gained the most Dojo points 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 their classroom to record the names of those receiving certificates, and the reasons why they were awarded. These certificates can be awarded for excellence in any academic subject, for special effort or for extreme kindness. The names of those receiving certificates are displayed on the Gold Book Board in the School Hall and the children are awarded their Gold Book Certificates of Achievement at the weekly Gold Book Assembly.

Other achievements from outside School are also recognised and awarded in these celebratory assemblies. Children are welcome to bring in trophies and medals gained through participation in external activities and share their success with the rest of the School.

## **MUSIC DEPARTMENT**

Music plays a prominent part in the life of the Dixie Grammar Junior School and we are delighted to have opened our brand new music studio recently.

We believe that music is important both 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 interests and skills.

The Music Department presents a programme of concerts, recitals and musical productions that varies slightly from year to year. These are shown in the School Calendar. Parents and pupils are asked to check dates and times in advance to avoid 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 or vocal lessons at School are also expected to participate in School musical groups. Those having lessons out of School are also encouraged to audition for School groups to assist with their sight-reading and ensemble work.

The School is a centre for the Associated Board of the Royal Schools of Music (ABRSM). Pupils having lessons out of School are encouraged to use the School as a centre. ABRSM Theory and 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, woodwind, drum and singing lessons are offered).

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. 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 peripatetic member of staff. Younger pupils are collected for their lessons by their music teacher and older pupils are responsible for arriving on time. There are approximately 32 lessons per year, to allow for school examinations etc., usually distributed across the terms as follows:

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

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

However, visiting staff are self-employed and responsible for contracts, administration and billing for their own lessons. Junior School Staff are supported by the Director of Music who has overall control of peripatetic music lessons and also assists with any administrative problems.

Lessons are billed termly in advance and missed lessons are adjusted or refunded as appropriate.

- 20 mins individual lessons are charged at **£11.75**

An annual charge of £7.50 is added to fees in January to cover School administration, issue of practice diaries and to enable the School to provide and develop resources for pupils having lessons. The practice diary is an aid to communication to help pupils, parents and peripatetic staff keep in touch as well as to record current pieces and progress.

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.

**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 to cease lessons.**

### **Care of Instruments**

Parents should check that instrument cases are labelled clearly inside and out and that instruments are 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 it is in the care of their child.

### **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 £17.00 per term. No charge is made for the tuition.

### **Year 4 – Woodwind & Brass**

Similarly, in Year 4 the children spend half the year learning either the flute or clarinet and the other half learning the trumpet or trombone. Lessons are taught weekly in group sessions and although the instrument lease fee is charged (£17.00 per term), tuition is free.

*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.

Dojo points 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 (Whole Junior School & EYFS event) Swimming Gala
Summer	Rounders and Cricket Whole School Sports Day (Junior and Senior School) Quadkids Athletics

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 in writing for the posts of Head Boy, Head Girl and House Captains. These applications will be considered by the Senior Leadership Team (SLT). Discussions will take place within the SLT and with staff in general, regarding the choices for these positions of responsibility for the following academic year. The final decision 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



## **Extracurricular Activities**

The School prides itself on being able to offer a wide variety of extracurricular activities. All children are encouraged to take part in at least one activity per term. Once pupils have committed to after school clubs, they are expected to attend on a regular basis. Morning and lunchtime clubs operate on a drop-in basis. Parents are given the opportunity to sign children up for activities **before** the start of each term.

***Here are examples of activities we may offer, varying term to term***

<b><u>Clubs run by our own teachers</u></b>	<b><u>Clubs run by external providers</u></b>
Running (before school starts)	Skiing*
Skip Into School (before school starts)	Yoga*
Hockey	Tennis*
Cricket	Ballet*
Rounders	Dance*
Multi Sports	Speech and Drama*
Tri Golf	Karate*
Athletics / Quad Kids	Spanish*
Duathlon (run/cycle)	
Netball	
Choir	
Contemporary Dance	
Equestrian Club	
Arts and Crafts / Sewing	*Please note that activities marked with an asterisk are available at an additional cost.
Construction Club	
Nature Detectives / Forest School Club	
ICT Club	
Table Tennis	
Tennis	
First Aid Awareness (Year 4 & 5 only)	

Each term, the current list of activities is published on the website.

## Important Dates During the Year

### Term Dates 2019 / 2020

#### Autumn 2019

- **Term Begins** Wednesday 4 September
- **Open Morning** Saturday 12 October
- **Half-term holiday** Monday 21 October – Friday 1 November
- **Term Ends** Wednesday 18 December

#### Spring 2020

- **Term Begins** Wednesday 8 January
- **Half-term holiday** Monday 17 February – Friday 21 February
- **Term Ends** Wednesday 1 April

#### Summer 2019

- **Term Begins** Wednesday 22 April
- **May Day Bank Holiday** Monday 4 May
- **Half-term holiday** Monday 25 May – Friday 29 May
- **Term Ends** Friday 10 July

#### Senior School Entrance and Scholarship Examination

Spring Term

#### Induction Day for New Pupils

Summer Term

#### Music & Drama Events

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

Carol Service

Autumn Term

Nativity Plays (EYFS & Yrs 1 & 2)

Autumn Term

Year 5 Play

Spring Term

Rock Concert (guitar/ukulele)

Summer Term

Ensemble Summer Concert

Summer Term

ABRSM Examinations

Spring/Summer Term

LAMDA Examinations

Spring/Summer Term

Year 3 Strings & Year 4 Woodwind/Brass Concerts

Spring & Summer Terms

#### Open Morning (Saturday)

Autumn Term

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.

#### Open Days

Termly

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.

#### EYFS Open Morning (Saturday)

Summer Term

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.

#### Swimming Gala & Cross Country

Spring Term

#### Whole School Sports Day

Summer Term

#### Prize Giving

Summer Term

This is a whole school celebration of the pupils' achievements. All children take part and parents are invited to attend.

(Last day)

## Prizes awarded at Speech Day

Prize	Awarded to	Awarded by
<b>Year Prize</b>	The pupils in each year group who came 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> in their end of Year assessments in English and Maths.in En	Class teacher
<b>Honourable Mention</b>	The pupil in each class who has made the most progress academically and/or demonstrated the most effort throughout the year.	Class teacher
<b>Gold Science Awards</b>	One pupil in each class in Years 2, 3, 4 & 5.	Class teacher/Science Co-ordinator
<b>Year Merit</b>	The pupil in each class with the highest accumulated number of merits over the year.	Class teacher
<b>Drama/Music Award</b>	One pupil in each year group at the teacher's discretion for Drama/Music.	Class teacher/Music co-ordinator
<b>PE Award</b>	One pupil in each year group who has demonstrated excellent PE skills.	PE Department
<b>Language Award</b>	A Year 5 pupil who has shown a particular flair for languages (French/Mandarin).	Language Co-ordinator
<b>The Willmott Cup for English</b>	A Year 5 pupil for outstanding creativity and use of language. A flair for writing stories that engage the reader.	Year 5 Teachers
<b>The Vann Music Prize</b>	For talent and dedication. <i>Any year group.</i>	Music Co-ordinator
<b>The Dixie Speech and Drama Trophy</b>	For outstanding performances during school productions. <i>Any Year Group.</i>	Teaching staff
<b>Cooper Trophy for Girls' Sport</b>	Continued commitment to, and achievement in, sport.	PE Department
<b>Valentine Shield for Boys' Sport</b>	A Year 5 pupil who has shown continued commitment to, and achievement in, sport.	PE Department
<b>Abraham Cup for Swimming</b>	A Year 5 pupil who has shown continued commitment to, and achievement in, swimming.	PE Department
<b>Scholarship Winners</b>	Year 5 pupils for academic ability.	Headmaster based on Scholarship Examination results
<b>Head Boy and Head Girl</b>	Appreciation for representing the School throughout the year.	Head of Junior School
<b>House Captains</b>	Appreciation for representing their House throughout the year.	Head of House

## Tuition Fees and Additional Costs

### Junior School

From September 2019 the termly tuition fees are as follows:

	<b>Tuition Fees</b>	<b>Meals per day</b>	<b>Milk per day</b>
Reception, Years 1 & 2	£3050	£3.10	£0.37
Years 3 – 5	£3460	£3.36	£0.37
Sibling Discount Scheme	One sibling = 5%, Two siblings = 10%, Three siblings = 20%		
Before School Club (8.00 – 8.30am)	£2.60 per session (an extra £1.20 applies from 7.45 - 8.00am)		
After School Homework Club (3.30 – 5.25pm)	£5.05 first hour (or part thereof) plus £1.20 per quarter of an hour thereafter. Maximum charge £10.00		

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, Milk (once your child is 5 years old), Transport to and from School, Personal Accident Insurance, Fees Remission Insurance and School Trips.

### Nursery School

All day 8.30am – 3.30pm with lunch and snacks provided  
(*Minimum attendance is 3 days per week*)

**£52**

*\*Registered to accept Government Nursery Funding – Funding for the financial year 2018/19 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 begins from the start of the term **following** your child's third birthday and continues into the Reception Class up to **and including** the term of their 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 Mrs S Dawkins, Finance Manager, on Tel. 01455 292244 or email [dawkinss@dixie.org.uk](mailto:dawkinss@dixie.org.uk)

### Insurance

Personal accident insurance is automatically provided within the termly charges and 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. Cover for those items is the responsibility of parents, but it is strongly recommended that valuable items of clothing and personal belongings are named. Students are responsible for the safekeeping 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 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 examination. 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 Mrs S Dawkins, Finance 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 examination held in January. In the Autumn Term, a letter is sent to Year 5 parents inviting them to enter their children for the examination if they wish to be considered for a scholarship.

### **Music Scholarships**

Music Scholarships are available from Year 7 and may also be offered to Sixth Form students who demonstrate the highest level 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 books in the School Office and Nursery.

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 and refrigeration if necessary. ***For the safety of all children***, no medication should be put in children's bags or carried in pockets.

The Office Staff will administer medication at the appropriate time provided that the relevant consent form has been signed. Forms are available from the School Office or can be downloaded from the School 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 in to the School 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 another notable injury during the school day, they will bring home an accident report form. Should you require further information on any accident please contact the School Office.

<b><u>Accident Report Form</u></b>		
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 <input type="checkbox"/> <i>tick as appropriate.</i>		
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. School policy is 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 the School if your child is found to have head lice. All parents will be informed that there is a case in School and treatment information will be given.

## **Sun Cream**

In 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, that will provide the necessary cover for the school day. Children should not bring products to School to apply themselves.

*Should you wish to have more detail on our procedures please refer to the First Aid Policy on the website: [www.dixie.org.uk](http://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 educational outings to complement the curriculum. Year 4 and 5 pupils also take part in residential trips. It is important that you keep us informed of any changes to the information on 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 they fall on days the children are not scheduled to be in Nursery. In the Junior School, parents may be offered the opportunity to accompany their children on some excursions but places will be limited and will usually 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 Office as early as possible.

Children who normally have pre-paid school lunches will be provided with a packed lunch when on school trips.

### **Parking on site**

Parents dropping off and collecting children should park on the rear playground or main car park at the rear of the pavilion 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. Gates will be locked at 9.00am and re-opened at 3.00pm.

### **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 consent form available from the School Office.

Senior School pupils dropped off at the Junior School before 8.00am will be transported to the Senior School. Places must be booked in advance with the Facilities Manager: [facilities@dixie.org.uk](mailto:facilities@dixie.org.uk)

Pupils dropped off at the Senior School before 8.40am will be escorted on the minibus to the Junior School. Parents must register their child with the Travel Escort on arrival.

Parents wishing their children to catch the shuttle bus to the Senior School at the end of the day should inform their child's Keyworker or Class Teacher at morning drop off. A note in your child's Homework Diary will also suffice. 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. Older siblings may collect ONLY if specific instructions have been given by parents.

- 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 Route Buses**

Junior School pupils travelling on the Robinson's coach will alight and board in Back Lane opposite the High School. Children using the School's own minibus service routes will come into the Senior School yard in the morning and board the minibus there in the afternoon. Children must be 7 years of age to use these services unless travelling with an older sibling. For information on prices and available routes, please contact the School Office. All parents wishing their child to use this service must complete the appropriate paperwork.



## Code of Conduct

The School bus 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 accidents.

- Pupils should be waiting with their parents 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, the throwing of any object or the removal of 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 or minibus.
- 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 or minibus in muddy footwear or clothing.

The driver and / or Senior School Prefects will report any breach of rules to School. The School will not tolerate any discourteous or rowdy behaviour on the coach or minibuses and parents should be aware that pupils who breach this code may be excluded from the transport services 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 and minibus services should be directed to the Facilities Manager. Email: [facilities@dixie.org.uk](mailto: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 about 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 effectively with you and if you decide it is necessary to collect your child 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](http://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 holiday. 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 cuts are permitted.
- Hair ribbons / scrunchies – matching the uniform or plain blue, black or brown only.  
*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 (no FitBits, Apple watches or similar).
- 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 may be worn for a short period, as can achievement award badges e.g. cycling proficiency.

## Boys

### **Hair**

- Hair must be short and tidy, neatly cut and not touching the shirt collar.
- No exaggerated cuts are permitted.
- 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 (no FitBits, Apple watches or similar).
- Boys are not permitted to wear earrings.

## Boys' Uniform

### Winter Uniform List

- ❖ School Blazer
- White long-sleeved shirt
- ❖ Navy jumper with School logo
- ❖ Tie
- Long grey trousers
- Grey socks (long or short)
- Black Shoes (*NOT* trainer style)
- ❖ Art overall
- ❖ School coat with School logo
- ❖ Book Bag with School logo

#### *Please note:*

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

#### **Extras**

- ❖ Navy fleece hat and scarf with School logo
- Navy gloves or mittens

### Summer Uniform List

- ❖ School Blazer
- Black shoes (*NOT* trainer style)
- White short-sleeved shirt
- ❖ Tie
- ❖ Navy jumper with School logo
- Grey shorts – smart style - no large pockets on the sides or legs
- ❖ Long grey School socks with blue bands
- School Sun hat - *available from the School Office*

### PE and Swimming Uniform List

#### **All children**

- ❖ Contrast panel T-shirt in navy/sky with School logo
- ❖ Navy shorts with sky blue stripes
- Short white sports socks - no trainer socks
- Appropriate, predominantly white trainers - indoor/outdoor lessons - no flashing lights

#### **Reception to Year 2**

- ❖ Hoodie with navy/sky contrast and School logo
- ❖ Navy jogging bottoms

#### **Years 3 to 5**

- ❖ Hoodie with navy/sky contrast and School logo
- ❖ Navy tracksuit bottoms
- ❖ DGJS personalised navy football socks
- ❖ DGJS personalised base layer top and leggings (both are optional, but must be school branded items if you choose to wear them)
- Football boots and shin pads

#### **Swimming Kit – Reception to Year 5**

- ❖ School sports bag with School logo
- Plain navy swimming trunks
- School swimming hat (in House colours) - *available from School Office*

- ❖ ***These items must be purchased from the school uniform suppliers***

## Girls' Uniform

### Winter Uniform List

#### All children

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

#### Extras

- ❖ Navy fleece hat and scarf with School 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 School logo
- White long-sleeved shirt

#### Please note:

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

### Summer Uniform List

- ❖ School blazer
- ❖ School summer dress
- ❖ Royal blue cardigan
- Short white socks (plain - no frills)
- Sun hat - *available from the School Office*
- Black shoes or navy sandals (***open-toed sandals are not permitted***)

### PE and Swimming Uniform List

#### All children

- ❖ Contrast panel T-shirt in navy/sky with School logo
- ❖ Navy shorts with blue stripes
- Short white sports socks - NO trainer socks
- Appropriate, predominantly white trainers for indoor/outdoor lessons - no flashing lights

#### Reception to Year 2

- ❖ Hoodie with navy/sky contrast and School logo
- ❖ Navy jogging bottoms

#### Years 3 to 5

- ❖ Hoodie with navy/sky contrast and School logo
- ❖ Navy tracksuit bottoms
- ❖ DGJS personalised navy football socks
- ❖ DGJS personalised base layer top and leggings (both are optional, but must be school branded items if you choose to wear them)

#### Swimming Kit – Reception to Year 5

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

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

## Nursery Uniform

### Boys' Winter Uniform

- ❖ Pippins sweatshirt with logo
- ❖ Pippins blue polo shirt with logo
- Trousers - navy or black

### Girls' Winter Uniform

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

#### Please note:

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

### All children

- ❖ Pippins rucksack with logo
- ❖ 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
- School sun hat (legionnaire style) - *available from School Office*

### Boys' Summer Uniform

- ❖ Pippins blue polo shirt with logo
- Shorts (navy or black)
- Short navy socks
- School sun hat (legionnaire style) - *available from School Office*

### PE kit

- ❖ Contrast panel T-shirt in navy/sky with School logo
- ❖ Navy shorts with sky blue stripes
- ❖ Hoodie with navy/sky contrast and School logo
- ❖ Navy jogging bottoms
- White socks
- Plain white velcro trainers

All hair accessories should be blue, black or brown.

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

A pair of named Wellington boots (*to keep at School*). Please put names on the soles.

A pair of waterproof trousers (*to keep at School*).

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

### Uniform Supplier

#### **Jilly Beans Uniform & Workwear**

Jacksons of Twycross  
23 Burton Road  
Twycross  
Warwickshire  
CV9 3PR  
Manager: Charlotte Mawdesley

Tel: (m) 0796 761 9645

Website: [www.jillybeans.co.uk](http://www.jillybeans.co.uk)

Email: [charlie@jillybeans.co.uk](mailto:charlie@jillybeans.co.uk)

[www.facebook.com/jillybeansuniform/](https://www.facebook.com/jillybeansuniform/)

- Online/phone orders can be delivered to Junior or Senior Schools free of charge on **Tuesdays**
- ***Uniform fittings in the holidays can be arranged by appointment only***

<b>Term-time opening hours</b>		
Mon	9.30am-9.15am	3.15pm-4.15pm
Tue	9.30am-9.15am	3.15pm-4.15pm
Wed	9.30am-9.15am	3.15pm-4.15pm
Thu	9.30am-9.15am	3.15pm-4.00pm
Fri	9.30am-9.15am	3.15pm-4.15pm

# 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 towards 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 Spring Bounce, but we have also held barn dances, fashion shows, quiz nights, race nights, shopping nights, golf days and discos. We have also printed calendars, tea towels and Christmas cards featuring the children's designs.

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; from time to time, we will vote to direct our fundraising towards bigger school projects (e.g. developing the outdoor learning area), through consultation with the Headmaster and Head of the Junior School and Nursery.

## **Thrifty Shop**

The PTA Thrifty Shop holds various items of school uniform that are in excellent condition at a much-reduced price. If you wish to take a look at what is available, please contact the Junior School Office. Clean good quality items you may wish to donate are always gratefully received. Proceeds go into the PTA funds..

## **How can you get involved?**

We really could not achieve what we do without the tremendous spirit of the parent community in school. There are many 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.



*Welcome  
to  
The Early Years  
Foundation Stage*

*Year 2019/2020*





# Contents

<b>WELCOME TO THE EARLY YEARS FOUNDATION STAGE</b> .....	42
Early Years Foundation Stage (EYFS) Framework.....	42
Purpose and Aims of the EYFS.....	42
Curriculum.....	43
Prime Areas.....	43
Specific Areas.....	43
<b>STAFF</b> .....	45
The Role of the Keyworker.....	45
Supporting your Child’s Learning at Home.....	45
Learning Journey.....	46
Partnership with Parents.....	46
<b>ASSESSMENTS</b> .....	46
<b>REWARDS</b> .....	47
<b>PLANNING</b> .....	47
<b>FIRST DAY / SCHOOL DAY</b> .....	47
Morning Break.....	47
Lunches.....	48
End of Day.....	48
Daily Routines in the Reception Class and Nursery.....	48
<b>GENERAL INFORMATION</b> .....	49
Uniform.....	49
Spare Clothes.....	49
First Aid.....	49
Security.....	49
School Trips / Outings.....	50
Policies.....	50
Links with the Community, Other Agencies and Other Settings.....	50
How the Setting Supports children with Special Educational Needs & Disabilities (SEND).....	50
Free Early Education Entitlement.....	51
Childcare Vouchers.....	51
Compliments and Concerns.....	51

## **WELCOME TO THE EARLY YEARS FOUNDATION STAGE** (Reception Class and Nursery)

Welcome to the Early Years Foundation Stage, (EYFS), where our 'hands on' approach to learning encourages your children to explore, investigate, problem solve and creatively investigate their surroundings.

We endeavour to provide you with the necessary information you will need to work in partnership with the School so that together we can make your child's experience a full and exciting one and establish a sound foundation upon which to build their future life in education.

This section of the handbook is specifically aimed at parents of pupils in the EYFS and should be read in conjunction with the main booklet and EYFS and School Policies.

We believe every child deserves the best possible start in life and we aim to support them to fulfil their potential.

Our school motto is "***A good education is a gift that lasts for ever.***"

Mrs K Fennell and Mrs G Hayward  
*EYFS Co-ordinators*

### **Early Years Foundation Stage (EYFS) Framework**

Our Reception Class and Nursery are registered to deliver the EYFS curriculum and therefore follow the Early Years Foundation Stage Framework. This exists to support all professionals working in the EYFS.

It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare.
- The 7 areas of learning and development which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge.
- Assessments that will tell you about your child's progress through the EYFS.
- Expected levels and milestones that your child should reach at each age, called the "**Early Learning Goals (ELGs)**".

There is also guidance for staff on the planning of activities and how to observe and assess how your child is learning and developing. This is similar to a curriculum in schools but is specific for younger children. It is designed to be flexible and meet your child's unique needs and interests.

### **Purpose and Aims of the EYFS**

The curriculum in the EYFS provides a broad and balanced range of experiences in order for your child to develop socially, emotionally, intellectually and physically.

The EYFS is based upon four principles:

**These four guiding themes work together to underpin effective practice in the delivery of the EYFS curriculum.**

**Unique Child** – Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

**Positive Relationships** – Children learn to be strong and independent from a base of loving and secure relationships with parents and / or a Keyworker.

**Enabling Environments** – The environment plays a key role in supporting and extending children's development and learning.

**Learning and Development** – Children develop and learn in different ways and at different rates.

## **Curriculum**

All children in our EYFS have access to a broad, rich, topic-based curriculum taught both indoors and outdoors. We follow the EYFS Framework and cover the seven areas of learning as follows:

### **Prime Areas**

**Personal, Social and Emotional Development (PSED)** - This area has three subsections. These are Making Relationships, Self-confidence and Self-awareness and Managing Feelings and Behaviour. The outcomes focus on children learning how to work, play, co-operate with others and function in a group beyond the family. They cover important aspects of personal, social, moral and spiritual development including the development of personal values and an understanding of self and others.

**Communication and Language (C and L)** - This is broken down into three subsections which cover Listening and Attention, Understanding and Speaking. These outcomes cover important aspects of language development and provide the foundations for literacy. The EYFS Framework places a strong emphasis on children developing competence in speaking, listening and understanding.

**Physical Development (PD)** - This covers both fine and gross motor development and keeping healthy. Physical Development is implicit in all areas of the EYFS framework. Teaching concentrates on children developing physical control, mobility, awareness of space and manipulative skills in indoor and outdoor environments. Positive attitudes are encouraged towards a healthy and active way of life.

### **Specific Areas**

**Mathematics (M)** - This is broken down into two subsections. These are Number and Shape, Space and Measures. These outcomes cover important aspects of mathematical understanding and provide the foundation for Mathematics. They focus on achievement through practical activities and using and understanding language in the development of simple mathematical ideas.

**Literacy (L)** - This area of learning has two subsections of Reading and Writing. The objectives ensure success in early reading and writing skills. Phonics are a big part in this area and the ability to blend for reading and segment for spelling are skills that are promoted daily throughout the Foundation Stage. Other areas of learning also make a vital contribution to the successful development of literacy.

**Understanding the World (UW)** - This area of learning is taught through a topic-based approach. Topics are altered and adapted continuously depending on a child's learning and interests. We focus on children developing knowledge and understanding of their environment, other people and features of the natural and made world. It provides a foundation for historical, geographical, scientific and technological learning.

**Expressive Arts and Design (EAD)** - This covers creativity, art, music and drama. This area of the EYFS framework focuses on the development of children's imagination and their ability to communicate and to express ideas and feelings in creative ways.

**Characteristics of Effective Learning** - The Characteristics of Effective Learning describe attitudes, attributes and skills that play a central role in a child's learning and in becoming an effective learner. They are vital elements of support for the transition process between Nursery and Reception and between Reception and Year 1. The characteristics of learning run through and underpin all seven areas of effective learning and development, representing processes rather than outcomes. Information describing the child's characteristics of effective learning provides teachers with vital background and context when considering the child's next stage of development and future learning needs and helps them ensure that each child achieves their potential.

#### **Playing and exploring – engagement**

- Finding out and exploring
- Playing with what they know
- Being willing to 'have a go'

#### **Active learning – motivation**

- Being involved and concentrating
- Keep trying
- Enjoy achieving what they set out to do

#### **Creating and thinking critically**

- Having their own ideas
- Making links
- Choosing ways to do things

You can find information regarding the Early Years Foundation Stage which includes the early learning goals at [www.foundationyears.org.uk](http://www.foundationyears.org.uk). The foundation years website also includes a range of resources and contacts.

### **The range / type of activities and experiences provided for the children**

Both indoor and outdoor learning environments in the EYFS are spacious and zoned to allow the children to enjoy learning through play.

#### **Indoor Activities**

- Role-play areas are changed regularly in line with the topics the children are learning about. A Café, Farm Shop, Mini-beast Lab, Jungle and Vet's Surgery are examples.
- A variety of dressing up clothes, props and open-ended resources are available to extend the children's imagination.
- Our creative areas are filled with art and craft materials and mark-making resources, different materials, locks, construction kits, modelling clay, paint, sand and water.
- Computers, IWB, programmable toys and CD players are continuously available to develop the children's knowledge and understanding of ICT.
- Children may choose to quietly look at fiction and non-fiction books in cosy reading corners, complete a jigsaw or play a game.
- Cooking and tasting foods from different countries from around the world.

## **Outdoor Activities**

- Studying frogspawn, caterpillars and chicks to learn about life cycles.
- Forest Days with den building in the local woodland.
- Picking apples from our own trees and blackberries from hedgerows.
- Making crumbles using flour we have ground from the wheat collected from the local farmer's field.
- We grow fruit and vegetables and use the produce to make homemade delights.
- Sand and water play, outdoor theatre area.
- Trikes, bikes, scooters.
- The Adventure Trail.
- Trips to local places of interest – garden centres, Market Bosworth park & shops and working farms making fresh produce – to support topic work.

## **Staff**

All staff working in EYFS are identified on the information boards. Keyworkers will introduce the children to the other members of the School staff who may be timetabled to work in these areas.

All staff are trained to a high standard in order that they can deliver the best possible experiences for your children.

They have also successfully completed Safeguarding and Paediatric First Aid courses.

### **The Role of the Keyworker**

A Keyworker has a special responsibility for a particular child. The Keyworker will work with the child and his / her parents or guardians to ensure the child's care and educational needs are met. We liaise with the parents informing them of their child's development and progress in the 7 areas of learning. Keyworkers are available to speak to you at the beginning and end of the day to ensure your child's emotional needs are met and to give feedback, if necessary.

We plan, observe and assess your child in each area of learning allowing us to provide a variety of learning experiences that build on their interests and knowledge.

A Keyworker will be allocated to your child when they join the Nursery. In the Reception Class, your child's Class Teacher is their Keyworker and this will be identified at the New Parents' Evening in June.

### **Supporting your Child's Learning at Home**

In the Reception Class parents should listen to, and support, their child's reading and encourage their child to learn the letter sounds and high frequency words being taught in class. Children learn to read at different rates and teachers will provide a reading book when appropriate. Optional weekly Maths homework is also set.

Nursery aged children are to be encouraged to look and talk about their letters and sounds from their Sound Book. Parents should support their child to relate these sounds to objects in their environment and the children are encouraged to bring in an object, relating to the sound of the week. Optional half-termly work booklets including activity sheets relating to current topics are also produced.

Parents should also encourage independence in their children by encouraging them to use cutlery properly and to become independent in dressing and undressing themselves.

## **Learning Journey**

In Nursery, a 'Learning Journal' book is produced for each child by their Keyworker. A child's learning journal celebrates their experiences. Although it is mainly kept at school it belongs to parents/guardians and the child. Over time, it will tell a story about your child's learning, their friends and the activities that they enjoy sharing with others. Staff will observe your child at play to help to understand and support their individual well-being and development. We get to know your child's skills, interests and share in their ideas. The more we understand about your child, the better we can support him/her in a way that is right for them.

## **Partnership with Parents**

We hope you will enter into a partnership with us based on shared responsibility, understanding, mutual respect and open dialogue; we will exchange information and discuss opportunities that will benefit your child. These conversations help your child to become more settled, happy and secure.

Parents of children in the EYFS are encouraged to regularly check the Parent Information Board situated outside the classrooms in Reception Class and in the cloakroom in Nursery, where information about current topics is displayed. Should you wish to access more information please speak to your child's Class Teacher / Keyworker or Mrs Hayward, Nursery Manager.

Information helps to bridge the school-home gap and helps parents / guardians share their child's learning experiences at home. Parents can discuss with their children what they have been learning at school and continue that learning at home.

All children are given a Home-School Diary. These are vital for facilitating communication between home and school. These are checked daily by staff and we ask that you also check your child's Home-School Diary daily. We also encourage you to communicate through Class Dojo, including photographs from home which your child can talk about (*please refer to page 10 of the Junior School Handbook*). Please speak to a member of staff directly if you have anything of extra importance to communicate.

## **Assessments**

We make formative and summative assessments of children's learning in all 7 areas and use this information to ensure that future planning reflects identified needs. These assessments can be either planned or spontaneous and observations are recorded in a variety of ways, for example, in photographs. We keep folders of each child's written work and parents are given termly progress reports and have termly Parents' Evenings. The Reception Class also have Open Classrooms once a term in line with the rest of the school. A baseline assessment is carried out when the child starts in Nursery and this is tracked against the age bands throughout their time there. Progress summaries are completed at the end of the year and passed to the Reception Class Teachers. A baseline assessment is then carried out again when they start in Reception and progress is tracked throughout the year and recorded against the Early Learning Goals.

Scores are then sent to the Local Authority and also passed on to Year 1 teachers with a summary of each child's characteristics of effective learning. We undertake internal moderations within our EYFS setting, as well as attending Local Authority moderation meetings and welcoming external moderators to visit us.

## **Rewards**

In the Nursery we have a visual reward system called 'The Sunshine Tree'. Photographs of the children are placed on the tree as a reward when the child has achieved academically, displayed good behaviour or has made a pleasing effort.

In Reception children earn merits or Dojos for their House for good work and good behaviour. In line with the whole school, children in the Reception Class also attend Gold Book Assembly and receive Merit and Effort badges.

## **Planning**

Our curriculum is delivered through a completely topic-focused approach with the children's interests at the heart of it.

Planning is divided into long, medium and short term. Long term plans state the topics to be covered for the year. Medium term plans illustrate the objectives being taught each term. Short term or weekly plans show specific activities planned to achieve the objectives.

All staff are included in planning activities which respond to the needs and interests of the children, which we recognise may change day to day. We plan direct teaching and purposeful play with both child-initiated and adult-led activities.

As the academic year progresses the Reception Class children move onto more formal lessons and activities, especially in the mornings, when the children can focus for longer periods of time. This will support their transition to Year 1. Nursery children will spend time in the Reception classrooms and Reception children time in Year 1 to further aid the transition.

## **First Day / School Day**

On arrival at School, please park and bring your son/daughter into the Reception Class or Nursery. Please arrive between 8.30am and 8.50am. A member of staff will be there to greet you. Facilities are available to extend the School day from 7.45am to 5.25pm, please refer to page 14 of the main booklet (Before and After School Care).

We realise the first day can often be an anxious time for both parents and children. If you wish to know how your child has settled, please ring the School Office after 10.30am (01455 293024). The Office staff will be happy to take your call and check with us how your child has settled.

### **Morning Break**

Children in the Reception Class should bring a healthy snack for morning break and may bring a named bottle of water to keep with them in the classroom. No juice or squash to be brought in please. School water bottles are available from the School Office priced @£4.50 if you wish to buy one.

Snacks and milk are provided for Nursery children during both the morning and afternoon sessions. In the morning the children will have toast whilst in the afternoon the snack varies e.g. a piece of fruit, yoghurt, a sandwich.

Fresh water is freely available throughout the day for all children in EYFS. Milk is available in the Reception Class until your child turns 5 years old, after which there is a cost should you wish to continue. (Costs are shown on page 28 of the main Junior School Parents' Handbook).

## **Lunches**

Lunches are served in the main School Hall and are prepared on site. The menu is displayed on the noticeboards and is available to download from the School's website. A vegetarian option is always available. Please make sure we are aware of any food allergies / food intolerances.

In the Reception Class, children are able to bring a packed lunch if they do not wish to have School lunches. Please inform the School Office if your child no longer requires a School lunch as a half-term's notice is required.

All children are encouraged to use a knife and fork and to display good table manners.

## **End of Day**

Reception parents should wait in the garden area outside their classroom and Nursery parents should come into the Nursery via the cloakroom.

If a child has not been collected, they will be taken to the After School Homework Club to have a snack and join in the activities while their parents are contacted. A charge may be incurred.

Staff are always available for a short conversation but if you would like to have a more private conversation please make the staff member aware and this will be arranged.

## **Daily routines in the Reception Class and Nursery**

Reception / Nursery children's daily timetable is displayed on the noticeboard outside of their classrooms and is available in your child's Homework Diary.

Reception and Nursery have a shared lunchtime in the School Hall and play together afterwards on the Wolstan Square playground.

The children are taught PE and Music by specialist teachers. They also regularly visit the library and ICT suite. French is also taught throughout the school, starting in the Nursery.

In preparation for school, we offer swimming lessons in the Summer Term to all children who will be Reception Class / school age the following September.

Children in the Reception Class are eligible to take part in many of the in-house extracurricular activities. Details are sent to parents via Parentmail prior to the start of a new term inviting children to sign up for those clubs.



## **General Information**

### **Uniform**

Details of the School Uniform can be found in the main Junior School Parent's Handbook (p. 34-37).

Children in EYFS will spend time outside in their garden areas as many activities involve outdoor learning. Please make sure they bring their coats, hats and gloves in the cold weather.

On PE days the Nursery children should come to school in their PE kit and bring their uniform in their PE bags. Reception children will change into their PE kits in school.

### **Spare Clothes**

All children should be toilet-trained before joining the Nursery. We do appreciate however, that accidents happen and that some children may need assistance when going to the toilet. Staff are happy to support the children and change their clothes if necessary. To cover such eventualities please bring your child's PE kit to school every day.

For Reception children please include an extra change of underwear and socks in their PE kit.

All EYFS children should have a pair of wellies and waterproof trousers in school. Coats should be brought in every day.

### **First Aid**

All EYFS staff are trained in Paediatric First Aid. Accidents do happen from time to time but usually only result in minor bumps and bruises. Should an accident happen you will be informed when you collect your child at the end of the day and a note will be written in your child's Home-School Diary. In the event of a serious accident, parents will be informed immediately. It is therefore very important that the School Office has up-to-date contact telephone numbers.

If your child is unwell at home before coming to school, please telephone the School Office on the first day of absence to let us know. Parents are asked not to return their child to school until he/she is completely well. Please refer to page 30 of the main booklet for more information on school medical procedures.

### **Security**

When you come into School please park in the main car park and escort your child to the Reception Class or Nursery.

If you come into School during the day, please report your presence to the School Office.

If you are not able to collect your child at the end of the day, please inform a member of staff or contact the School Office with details of who will be collecting them.

Parents dropping off or collecting their children from Reception Class and Nursery are asked to make sure that the garden gates are always closed when they leave.

Keypads are used on the front, side and rear entrances to the school at the beginning and end of the School day. Parents will be given the code, which will change regularly. Gates are padlocked between 9.00am and 3.00pm so access can only be gained via the intercom on the main gate at the bottom of the front drive.

## **School Trips / Outings**

On joining the School, you will be asked to complete an Educational 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. It is important that you keep us informed of any changes to this form e.g. if your child develops an allergy.

In the Nursery, all children and parents are invited to take part in each trip. Parents accompanying their children on school trips, and leaving their cars at school during the day, should park in the main car park at the rear of the sports pavilion and not on the back playground.

Dates for trips and special events are put on the calendar/website and information is also on the noticeboard.

It would be helpful if you could inform staff if you plan to collect your child before 3.00pm on any given day as, on occasions, we may take the children across the local farmer's fields on nature trails and to the local water park. Many of these visits are weather dependent.

## **Policies**

Copies of the School's Policies are available on the School website [www.dixie.org.uk](http://www.dixie.org.uk) or from the School Office.

## **Links with the Community, Other Agencies and Other Settings**

Several events take place annually to support various charities. Examples of these are our Sponsored Bounce, Red Nose Day, Giving Tree, Harvest Festival and Christmas charities. We are also building strong links with the local diocese.

## **How the Setting Supports Children with Special Educational Needs and Disabilities (SEND).**

In the EYFS all children are given the opportunity to achieve their best with staff taking into account their range of life experiences and abilities.

All children develop differently and we recognise that any significant lack in their progress, after the initial settling-in period, will need careful monitoring. We also closely monitor those children making progress / working beyond their expected level. Small class sizes mean that classwork and homework can be specific to each child.

By continual informal and formal assessments undertaken by EYFS staff and the School SENDCO we have opportunities for the identification of any special educational needs a child may display.

Children subsequently identified with Special Educational Needs and Disabilities are monitored and information/observations discussed with parents and the School SENDCo\*. Advice may be sought from other agencies / SEND support services e.g. Speech and Language Therapy Service.

All children are offered equal opportunities irrespective of physical disabilities, gender, ethnicity, home language, social circumstances, religion or belief and intellectual capacity. Through differentiation, we aim to meet the needs of all pupils including the identification and support of those children with SEND including those considered Gifted and Talented.

\*Special Educational Needs and Disabilities Co-ordinators – Miss Mee (academic) and Mrs Baker (pastoral)

## Free Early Education Entitlement

Funding is available from the beginning of the term **after** your child's third birthday and continues into the Reception Class until the end of the term of your child's fifth birthday. You will be required to complete a Parental Statement of Undertaking Form (PSOU) in order for us to claim the correct amount of Free Early Education Entitlement (FEEE) on your behalf. In line with FEEE guidelines, we offer a maximum of 15 hours per week.

It is important you inform us if your child attends another nursery, as this affects the amount of funding we are able to claim. **It is also important that you write in your child's Home-School Diary the reason for any absences, as this also may affect your Government Funding entitlement.**

Parents can spread their weekly free entitlement between a maximum of 2 settings and may be able to access the extended entitlement of up to 30 hours, through the other setting. The Council will work out how payments are split between the two providers based on the information submitted by each setting. To view the eligibility criteria and to find out more, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

Further details about the funding are to be found on the Leicestershire County Council website [www.leics.gov.uk](http://www.leics.gov.uk).

Leicestershire County Council employs Monitoring Support Officers to carry out regular checks on the way providers administer FEEE. These officers may contact you to confirm that your child has been present during the term that they have audited. Please be assured that your information will not be given to any third party and will adhere to the School's Data Protection Policy, which can be found on the School's website [www.dixie.org.uk](http://www.dixie.org.uk).

## Childcare Vouchers

If your employer operates a childcare voucher scheme you may be able to save national insurance and income tax by registering for the scheme at your workplace. We can accept childcare vouchers in the Nursery from many providers including Edenred, Sodexo Pass and Computershare Vouchers Scheme (formally Busy Bees). For further information or guidance on the vouchers we can accept, please contact Mrs Susan Dawkins, Finance Manager on 01455 292244.

## Compliments and Concerns

The School would very much like to know when we have done something particularly well and we are grateful for all 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.



## The Dixie Grammar

Junior School and Nursery

---

Temple Hall, Bosworth Road,  
Wellsborough CV13 6PA  
Tel: 01455 293024  
Email: [infojs@dixie.org.uk](mailto:infojs@dixie.org.uk)  
Web: [www.dixie.org.uk](http://www.dixie.org.uk)