


# Dussindale Primary School

On a voyage of discovery...

Telephone: 01603 436180 Address: Vane Close, Norwich, NR7 0US
Email: office@dps-edu.uk
Website: www.dussindaleprimary.co.uk

# Welcome to Dussindale



## A Message From Our Trust Executive Principal-Drew Howard

We are absolutely delighted that your child will be joining us this September as one of the newest members of our school community. Starting Reception is such a special milestone, and we feel privileged to be part of the beginning of your child's learning journey. We are proud to be on a "Journey of Discovery" together. This is a journey filled with curiosity, friendship, confidence, creativity, and growth. We look forward to watching your children flourish, helping them discover their talents, and supporting them every step of the way as they grow into happy, confident people. We also want to thank you, as families, for choosing to begin this journey with us. Building strong partnerships with parents and carers is incredibly important to us, and we are excited to work alongside you in the years ahead. We cannot wait to welcome you all into our school community and to see our new Reception children begin their adventure here on board at Dussindale Primary School.

## Our Senior Leadership Team



Cas Bradley
Head of School
Designated Safeguarding Lead
Attendance Lead



Maria Black
Assistant Headteacher
EYFS Lead
English Lead



Sarah Dorling
SENCo
Senior Mental Health Lead
Assitant Safeguarding Lead



Allison Bingle
Assistant Safeguarding Lead
KS2 Phase Leader
Maths Lead



Fleur Tutt
KS1 Phase Leader
ECT Mentor

## Communication

If you have any worries, concerns, or questions about your child's wellbeing, learning, or school experience, contact the school as soon as possible. We believe that strong communication between home and school is essential, and we are always happy to listen and offer support. Parents and carers can speak to their child's class teacher in the first instance (face to face or a message through Class Dojo) or contact the school office to arrange an appointment or call with a member of the Senior LeadershipTeam. By working together, we can ensure that every child feels safe, supported, and able to thrive.

The Office is open from 8.30am to 3.30pm daily. Outside these times and during busy periods, it may be necessary to leave a message on the answer phone or e-mail the office at office@dps-edu.uk. In these circumstances, a member of the office staff or Senior Leadership Team will respond as soon as possible.

Broad Horizon Education Trust policies (including complaint) and school procedures are available on the school website

## Our School Day

The school site will open at 8.30 am and the doors at 8.40 am. The doors and gates will close and be locked at 8.50 am. Registration is at 8.50am and 1.15 pm.

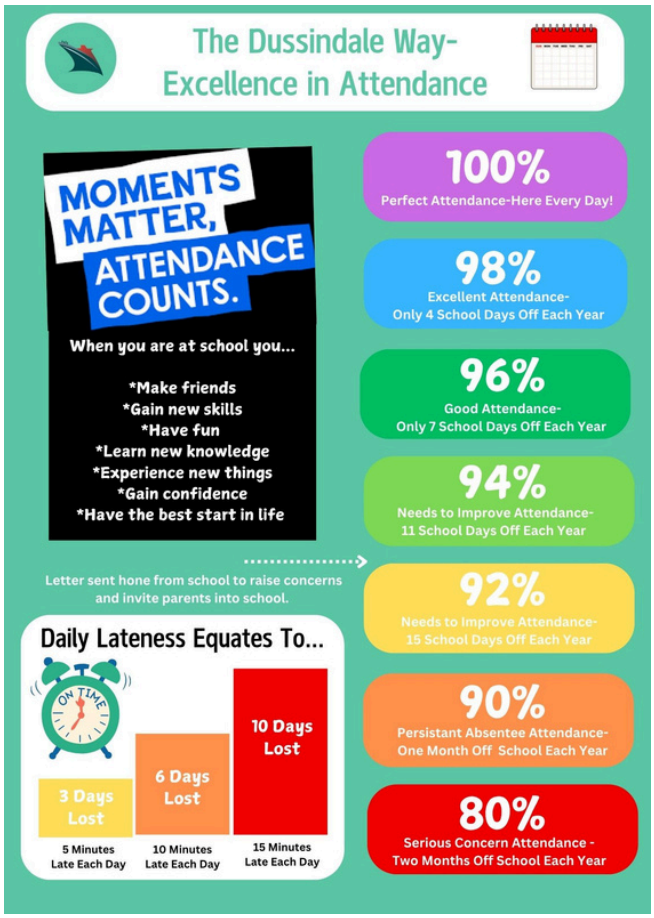
Children who arrive after 8.50 am will need to enter via the school office where their attendance will be marked as late. The school day finishes at 3.15pm for Reception and 3.20pm for Years 1-6. Children must be collected promptly.

## Absences

Should your child be unwell, please telephone the school and leave a message on the answerphone, or email the office at the office email address on the day of absence by 9.00am. If your child has experienced sickness and/or diarrhea, they must be clear for 48 hours before returning to school.

Due to an amendment to the Education Regulations 2006 by the DfE, Leave of absence will only be authorised in exceptional circumstances. The form to apply for "Leave of Absence in Exceptional Circumstances" can be obtained from the school office.

Please be aware that current legislation states that parents can be fined for taking their child/ren on holiday during term time without the school's permission.




## Daily Communication

If you have a message for the class teacher about your child or would like to arrange a time to speak with them, please make contact via Class Dojo or email the school office: office@dps-edu.uk. Please note that teachers are unable to read messages during teaching hours but will respond as soon as possible. If your message is urgent, please contact the school office directly.

# What does my child need?

## Water Bottle

Please send your child/ren into school with a named water bottle. These are kept in the classroom and are readily available for children to sip during lessons..

## Book Bag

Pupils in Reception are gifted with a book bag and can use this to bring/take belongings such as their reading book to and from school. Rucksacks/backbags are NOT required.

## School Uniform

Our school uniform can be purchased from Stevensons either online or from the Norwich store.

### Daily School Uniform

In the winter months - children are required to wear:

- Jade sweatshirt with school logo
- Jade polo shirt
- Navy trousers (any style as long as they are plain navy) or navy skirt with green or navy tights or socks
- Plain black, flat shoes with a good sole grip (black trainer-style shoes are acceptable)



In the summer months - children are allowed to wear:

- Jade polo shirt with school logo
- Plain navy shorts or skirt or green and white gingham dress
- Plain black, flat shoes with a good sole grip (black trainer-style shoes are acceptable)

On days when children have PE lessons children are required to wear:

- Plain white t-shirt or their house colour t-shirt (no logos)
- Plain/navy black shorts or jogging bottoms. (Sports leggings ankle or knee length)
- Plimsolls or trainers

Further details about ordering school uniforms can be found at the end of this booklet or on our school website.

## School Meals

Aspens Catering provides meals to our school from our on-site kitchen. Lunches (free or paid) must be pre ordered via the Arbor Parent Portal.

The Aspens 3 week menu is available on the school website. Children in the Foundation Stage (Year R) and Key Stage 1 (Years 1 and 2) are entitled to have a free hot lunch - this is called 'Universal Free School Meals'. If parents of children in these year groups are in receipt of benefits, please contact Norfolk County Council as your child may qualify for free school meals beyond Year 2. Our school also receives Pupil Premium Funding when a pupil qualifies for free school dinners.

Children in Key Stage 2 (Years 3, 4, 5 and 6) ARE NOT entitled to 'Universal Free School meals'. Parents may choose to pay £2.61 a day for their child to have either a lunch (meat or vegetarian), jacket potato or a school-packed lunch option.

Only meals that are booked on Arbor Parent Portal will be supplied. Where a meal has not been ordered the parent will be contacted and asked to bring in a packed lunch. All school meals must be paid for in advance. Parents have until 8am on the day to book or cancel meals on the Arbor Parent Portal.

## Packed Lunches

Children can bring in a healthy packed lunch from home. All food items brought into school must be NUT FREE. A healthy lunchbox should include:

A good portion of starchy food, e.g. sandwich, wholegrain roll, tortilla wrap, chapatti, pitta pocket, pasta or rice salad

A portion of lean meat, fish or alternative, e.g. chicken, ham, beef, tuna, egg, beans or hummus.



A drink e.g. fruit juice, semi-skimmed milk, yogurt drink or a bottle of water.

Baked crisps are allowed but encourage your child to eat these only as part of a balanced meal.

Plenty of fruit and vegetables, e.g. an apple, satsuma, handful of cherry tomatoes or carrot sticks, small tub of fruit salad or small box of raisins.

Cakes and biscuits are allowed but encourage your child to eat these only as part of a balanced meal.

## Break time snacks

Please note we are a nut-free school.

All children in Reception, Year 1 and Year 2 classes are provided with free fruit or vegetables for a mid-morning snack. Older children can bring a healthy snack from home or purchase something from the daily tuckshop. Items vary between 50p and £1. Children can purchase a maximum of two items.

Please do not send your child to school with:

- Products containing nuts, as our school is nut-free.
- Sweets
- Chocolate
- Sugary, energy or carbonated drinks

## Breakfast and After School Club

Our school operates a Breakfast Club that runs from 7.30am until the start of the school day. The cost of a session is £6, which includes a breakfast of toast and/or cereal and a drink. We also offer an After School Club, which operates from 3.20pm-6.00pm. The cost per session is £12-this includes a packed lunch tea. Bookings for our Before School Club and After School Club are made via the Arbor Parent portal. Parents/Carers must book one half term in advance as spaces are limited. Payment must be made at the time of booking via Arbor Parent Portal or your Childcare Voucher provider before the end of each half term.

## Term Dates 2026-2027



# Key Information

## Jewellery

On health and safety grounds, children are not allowed to wear jewellery in school. The exception to this rule is the wearing of a watch (smartwatches are not allowed) or stud earrings. Pupils are asked to remove such objects (including a "Fit" watch) during PE and games, to prevent them from causing injury. Parents are advised not to have a child's ears pierced except at the beginning of the summer holiday, since the studs cannot be removed for six weeks following piercing. If ears have been pierced in the last 6 weeks, the advice is that studs should be worn and that parents must provide plasters or micro tape to cover the studs. Staff are NOT allowed to remove earrings. No make-up is allowed.

## Medication

Medication will only be administered if:

- Your child has an agreed care plan
- Prescribed antibiotics requiring four doses per day
- Medication prescribed by a GP/Hospital that has to be administered during the school day

A medical consent form must be completed and can be obtained from the School Office for the school to hold and administer the medication.

## ARBOR and CLASS DOJO APPS

The majority of the school communication is done through email via our Arbor Management Information system Arbor and also Class Dojo. Letters, including those for educational visits, are located within the Arbor Parent Portal. Parents/Carers provide consent and payments for educational visits via the Arbor Parent Portal as well as select and pay for lunches and clubs.

The school currently sends a fortnightly Newsletter home to primary guardians, this will be emailed and a copy will be placed on the Class Dojo school story page. Parents and carers should check their Class Dojo App for general information, including dates of upcoming year group and whole school events. When your child joins a class, the teacher will send you a link to join-once you have consented on Arbor to agree and follow the school's code of conduct.

You must notify the school if any of your contact details change, so that we can ensure that we have up to date information. Parents/Carers must update these details via the Arbor Parent portal. It is a Legal requirement for children to have the details of two contacts on their account in case of an emergency.

# Behaviour At Dussindale




We are committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. We encourage our learners to be ambitious for themselves and for others, as we challenge and support them in questioning the world and in finding solutions.

The school has four simple rules 'Be Ready, Be Responsible, Be Respectful and Be Resilient'-also known as the 4 R's.

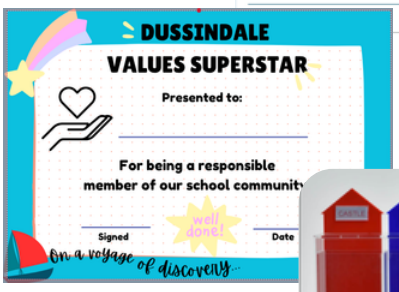


Our staff use a clear and consistent approach to behaviour management based on the steps of reminder, caution, and consequence. Children are first given a reminder of the expected behaviour, followed by a caution if the behaviour continues. If needed, an appropriate consequence will then be applied. This approach helps pupils understand expectations, reflect on their choices, and develop positive behaviour in a supportive and respectful environment

## Rewards

Our school recognises that children should be rewarded for their good behaviour, and this must be shared and celebrated. We want our children to be proud of their achievements and their contributions to school life and beyond, and celebrate with them their triumphs and successes. We want our children to recognise how important it is to show empathy, compassion, kindness, consideration and forgiveness and we acknowledge and celebrate good citizenship in a range of ways. Children are rewarded with dojo points, certificates and house tokens.






We use the Kinetic Letters® handwriting programme, which is very successful in enabling our children to write quickly and accurately so that handwriting becomes a skill they can perform automatically. Children learn to join their letters from Year 2 onwards.



# STEVENSONS

# Summer Shopping

## Your uniform is supplied through our *Norwich Branch*

**Address:**
67 Ber Street,
Norwich,
NR1 3AD

**Contact:**
norwichbranch@stevensons.co.uk

Please note we are a cashless branch.

**Opening Hours:**
Monday: 9:30am - 5pm
Tuesday: 9:30am - 5pm
Wednesday: Closed
Thursday: Closed
Friday: 9:30am - 5pm
Saturday: 9:30am - 5 pm
Sunday: Closed

### Online

Shopping online at www.stevensons.co.uk is easy!

You can select home delivery or opt for convenient Click & Collect from your local store.

Our in-stock items are typically dispatched within 48 hours.
Plus, with our 365-day return policy, you can shop with confidence knowing that returns are hassle-free.

### In Store Opening Hours

Our store is open throughout the summer to support families getting ready for the new school year.

We offer extended opening hours over the summer, so please check our website for the latest information. Our team is happy to help with sizing, product recommendations, and school-specific uniform guidance.

We look forward to welcoming you in store.

# We're using Arbor's free Parent Portal and Arbor App

Arbor

Google Play App Store

**We've chosen Arbor to help us manage our school.**

Arbor is a simple, smart and cloud-based MIS (Management Information System), which helps us work faster, smarter and more collaboratively as a school. The Arbor App and Parent Portal mean we can keep you informed about your child's life at school in a much more accessible way. Log into Arbor to see and update your child's information, get live updates and make payments or bookings on the go!

The Parent Portal works on Google Chrome (computer or laptop) and you can download the Arbor App from the App Store or Google Play Store on your phone (Android 5.0; iOS 10.0 and upwards).

## How to get started

1. Wait for your welcome email from us telling you Arbor is ready - you won't be able to log in before
2. Click the link in your welcome email to set up your password
3. Go to the App or Google Play Store on your phone and search 'Arbor'
4. Click 'Install' on Android or 'Get' on iPhone then open the App
5. Enter your email, select the school, then enter your password
6. Accept the Terms & Conditions and enter your child's birthday




## Need help using Arbor?

**Contact the school office if you have questions about Arbor, the App or Parent Portal.** Tell us the type and model of your phone, e.g. an iPhone SE, and include screenshots or screen recordings.

To safeguard student data in line with General Data Protection Regulations (GDPR), Arbor only works directly with schools.

**Some tips to try:**

1. Ensure your username is the email address you use for Arbor. Ask us to **check the email address** linked to your account.
2. **Reset your password** from the login page, or ask us to do this.
3. If the login email was sent to you more than 96 hours ago, the **password link will have expired**. Ask us to send it again.
4. Ask the school office to check that your email address has not been used twice - e.g. on another guardian or child's profile.
5. **Enter the birthday** of one of your children to log in.
6. Only relatives who are **Primary Guardians** of a child can access the Arbor App. Ask us to check you can access Arbor.

