



Family Handbook

2022 - 2023

Foreword

This document will provide you with an overview many aspects of school life. It will be useful throughout the year as a reminder, source of information and general guidance. We have categorised the information into 6 core areas:

- Ethos, Values & Spirituality
- Education
- Pastoral Care & Safeguarding
- Day-to-day Information
- Events, Charity & Community
- Contact Details

Useful links in this document

Engage Parent Portal	https://engage.dolphinschool.org.uk
Dolphin Website	www.dolphinschool.org.uk
Dolphin Website Parent Section (password protected)	https://www.dolphinschool.org.uk/parents/
Receptionist email	Receptionist@dolphinschool.org.uk
Senior Team PA email	Stpa@dolphinschool.london



Ethos, Values & Spirituality

The school's Christian foundation underpins all that we do. The school's motto is 'Love, Wisdom, Truth' – and we aim to live these values. To love is to act in the best interest of the other; truth, though hard at times, is essential for any community to operate; wisdom is always required when combining love and truth.

As a school with a Christian foundation, our Christian values permeate all we do. We believe that our children flourish in a nurturing, joyful environment where they can experience success, and where relationships matter.

Children start the day with 'R.T.' - Relationship Time - which is part of the Life Education programme. This will include prayer/worship/Bible readings/discussion/chatting together/circle time. This is also an important time for the teacher to hear children's daily concerns and to help build relationships within the class.

Annual Theme

Every academic year, the school has an annual theme, and teachers are encouraged to use the theme freely and creatively to inspire the children during relationship time, in lessons and in our Friday Assembly. The theme is unpacked at The Launch evening at the start of every Autumn Term.

All pupils learn the same Bible verse (adapted for the very young pupils) each week as part of their homework. This verse is illustrated and discussed in Assembly.

Values

Our school curriculum is underpinned by the values that we hold dear at our school. The curriculum is the means by which the school achieves its objective of educating children in the knowledge, skills and understanding that they need in order to lead fulfilling lives.

These are the main values of our school, upon which we have based our curriculum:

- We encourage the children to respect God and those in authority over them and to put other people first.
- We value children's uniqueness, we listen to the views of individual children, and we promote respect for diverse cultures.
- We value the spiritual and moral development of each person, as well as their intellectual, creative and physical growth.
- We value the importance of each person in our community, and we organise our curriculum to promote inclusion, cooperation and understanding among all members of our community.
- We respect each child in our school for who they are, and we aim to treat them with fairness and honesty.
- We strive to meet the needs of all our children.
- We value our environment, and we want to teach our pupils, through our curriculum, how we should take care of the world, not only for ourselves, but also for future generations.

Assembly

Each Friday morning from 11.15 to 11:50, there is a full school Assembly. Parents are welcome to attend, although parents of Reception children are asked to wait until after Half-Term to do so, to allow them time to settle. We see this weekly meeting of the whole school as an essential time to build unity and common purpose as we learn from the Bible together, memorising and unpacking one verse each week, and worshipping God in music and prayer. This is a time when we remind ourselves of the school's Christian values and of our dependence on God as a community.

During the assembly we also celebrate individual and group successes through our weekly #SomethingBrilliant certificates or through awards and certificates achieved outside school. We will try our best to notify you when certificates and awards are being presented so you can attend assemblies. We are unable to warn you in advance for our weekly Something Brilliant certificates due to the quick turnaround of these awards.

The Head Teacher will ask the school to stand to say, 'Good Morning'. The children are expected to abide by normal school rules in Assembly. We therefore ask you to help your children by refraining from coming over to talk to them. If you think this is too difficult for your child, you may decide to wait until they are a little older to attend. We also ask that Assembly remains a mobile-free zone. If your pre-school children are becoming restless and noisy, we ask you to watch proceedings from behind the swing doors, as this is an important teaching time for Dolphin pupils.

A sports summary is given, as well as other school feedback, and the week's birthdays are also celebrated.

Parent Prayers

Each Friday morning at 08.55 – 09.25 parents are invited to gather in the Music Room to pray for the school. Please sign in, in the school office.

Class Names

Each class is named after a precious stone, in relation to Isaiah 54:12: "I will make your battlements of rubies, your gates of sparking jewels, and all your walls of precious stones."



Education

Our small class sizes enable a high degree of personalised learning, and the children's progress is monitored carefully. In Reception, the Early Years Foundation Stage (EYFS) is used as the basis for the curriculum. Class teachers from Reception to Year 6 plan lessons very thoroughly and keep detailed records regarding your child's progress. We value Maths and English as core elements of primary education but we are also passionate about providing a stimulating all-round education.

A very important Launch Evening is held in September of each year. The Head Teacher gives an outline of the academic year, highlighting particular aims, themes and events and class teachers meet with parents in their year group. It is a vital time of building mutual understanding for our

partnership in the year ahead. An information sheet will be handed to parents relating to specific details of life in each class and all class teachers will be present to greet parents. It is expected that all parents will try to attend this evening, unless there are exceptional circumstances which prevent them from doing so.

The values and aims of our school curriculum are outlined below.

The aim of Dolphin School is to find and release children's potential in academic study, creative endeavour and sporting pursuit and to develop their character according to a Christian understanding of what it means to be human.

The aims of our school curriculum are:

- to develop purposeful, courageous and other-centred children, with respect for God and a strong moral compass.
- to enable all children to learn and develop their skills, to the best of their ability.
- to promote a hunger for learning.
- to develop literate and numerate pupils.
- to enable children to be creative and to develop their own thinking.
- to teach children about the developing world, including how their environment and society have changed over time.
- to help children understand Britain's cultural heritage.
- to appreciate and value the contribution made by diverse ethnic groups in our multi-cultural society.
- to enable children to be responsible and self-disciplined citizens.
- to include National Curriculum subjects.
- to prepare children for entrance to secondary school and life beyond.
- to help children understand the importance of truth and fairness.

Assessments

Assessments take place throughout the year. Formative and summative assessments contribute to a picture of a child's progress. Classroom tests and teachers' professional judgement are both used. Tests in reading, comprehension, spelling, punctuation and grammar, mathematics and reasoning take place as well as, in Year 3 to 6, Cognitive Abilities Tests (CAT).

We will share appropriate information with you during our Parent-Teacher interviews in the Autumn and Spring Terms. We generally share CAT data with parents at the end of Year 5 when this data has settled.

Entrance to secondary schools

In the Autumn Term of Year 4, we introduce the topic of application to secondary school at 'Get Ready' – an event to which parents of children in Years 4 – 6 are invited. From Year 5, parents are regularly invited to meet with the Head Teacher and Senior Team to start discussing a shortlist of suitable schools for their child. A further meeting in the Autumn Term of Year 6 helps parents to finalise decisions.

Homework

Every child received reading and memory verse homework, as well as the following:

Reception	10 minutes max	word pack
Year 1	10 minutes max	spelling/discretionary Maths
Year 2	20 minutes max	spelling/Maths/English
Year 3	30 minutes max	spelling/various subjects
Year 4	40 minutes max	spelling/various subjects
Year 5	50 minutes max	spelling/various subjects
Year 6	60 minutes max	spelling/Maths/various subjects

Homework encourages children to learn independently as well as consolidate and reinforce what was learnt during the day. It is important that all children read on a daily basis and for many years it is best to read aloud to a parent. Most learning (spellings, times tables, memory verse) is best done 'little and often'. Parents can always help by offering to test their children. They can also support their children by checking what homework has been set, providing the space and time for homework each evening, by encouraging independence in completing work and by checking that children have completed their tasks sensibly. We expect homework to take priority over after-school clubs and other activities. If there is a reason that your child is unable to complete homework one evening, perhaps owing to a family event, please write a note to the class teacher, who will suggest that it is completed at another time, normally the following evening.

Children should ideally have a permanent and quiet place to do homework. Homework in front of the TV should be avoided at all costs. It is understood that for some families (particularly those with babies and younger siblings), homework is a stressful and tiring time. If this is your experience, do feel free to make an appointment with the class teacher and discuss strategies to make life easier and happier for all concerned.

A good basic rule is that homework is completed as early as possible in the evening after a snack and drink. Parents can help children by getting them started in a motivated and self-disciplined way and discouraging them from getting up and down or falling prey to distractions. A focused period of study using the time frame provided should be adequate. If it is not, please see the class teacher. If your child seems very tired, it may be worth reducing the number of clubs and outside activities in which they participate and/or making bedtime earlier.

We aim to be a family-friendly school, and as a result, new homework is not given to children in Reception – Year 5 at the weekends or in holidays. However, if a child fails to complete homework during the week, the teacher is able to request that it is done either the following evening or over the weekend or in a school holiday. Year 6 children working towards entrance exams may be given weekend and holiday work to complete. Any homework or project given to your child is

intended to be age-appropriate and achievable alone. We do not expect parents to do anything other than supervise, encourage and support.

When a pattern emerges whereby homework is not being completed either regularly or to a high standard, a note will be sent from the class teacher to parents. Subsequent conversations by phone or at the gate will take place in order to provide support to the pupil.

Reports & Academic Feedback

Our twice-yearly Parent-Teacher Interviews form an 'oral report'. A comprehensive written report is provided at the end of the Summer Term. Appointments are booked online via our Engage Parent Portal – <https://engage.dolphinschool.org.uk>

Meetings are a generous 20 minutes long, providing you with time to discuss progress, areas for improvement as well as well-being, social and emotional development. We generally recommend that you attend these meeting in person and as a last resort, with one parent online if they are unable to attend.

You are invited to arrive 10 minutes early to your appointment to look through your child's workbooks.

Handwriting

We have a 'Dolphin' handwriting system, which we consider a very important part of the English curriculum. We are pleased that Dolphin handwriting is often complimented by secondary school teachers.

Computers

Classes have access to Chromebooks with Wi-Fi internet (including the appropriate filters), and to printers. We see computers as an equal component to a child's learning, alongside their exercise books, dictionaries, text books and class readers.

Children use their computers in a variety of ways:

- Research ideas on the internet.
- Google Classroom to open tasks, resources and links from the teacher.
- Design, compose and create material in the Arts & STEM subjects.
- Assessments such as Cognitive Ability Tests
- Online curriculum resources such as Times Table Rock Stars.

The use of Google Classroom allows pupils to access the same information at home on their personal devices, by simply installing the Google apps and logging in with their username and password.

The Arts

Dolphin is committed to the Arts - Visual Art, Drama, Music and Singing – and they are generously provided for in the curriculum. There is an auditioned choir for the Upper School, and instrumental lessons are also offered. There is a range of artistic clubs at lunchtime and after school. There

are many opportunities for performance including the Christmas Celebration, whole school plays and concerts.

Choir

All children in Years 3–6 have the opportunity to audition for the choir, which meets to rehearse once or twice a week during first break. We include as many children as we can, but they must be able to hold a note in order to participate in choir. There have been several occasions when choir members have participated in professional recordings. Being a member of the choir does not, however, result automatically in a child being included in a professional recording. All choir members have the chance to perform in concerts both at school and in other venues.

Instrumental Lessons

We are pleased to offer individual instrumental lessons – please see the Receptionist for details. A list of the range of instrumental tuition available is sent home each term. Parents who sign their children up for instrumental lessons must be aware that, although we do our best to rotate lessons, pupils will often miss academic subjects to learn an instrument.

The school works very closely with the instrumental teachers to ensure lessons are sensibly scheduled. The small nature of the school allows class teachers to also liaise with instrumental teachers on pupils' progress in their lessons.

Drama

All pupils from Year 1 upwards participate in class Drama lessons, and there are plenty of opportunities for pupils to perform throughout the year. Year 6 pupils have for many years performed in the professional production of 'The Life of Christ' on the Wintershall Estate in Surrey. After school Drama Clubs are available for younger and older pupils.

Sport & Fixtures

Provision for sport within the timetable is two sessions per week for Lower School pupils. In the Upper School, there are three hours of sport spread across two afternoons. The main sports taught are: football, netball, tag/touch-rugby, hockey, cricket and athletics. There is a large range of sports clubs at lunchtimes and after school.

We have a very full fixture list in a range of sports, playing a large number of local schools including Hornsby House, Oakfield School, Northcote Lodge, Parkgate, The Roche, The Hall and so on. We run our own regular football tournaments, awarding the Consortium Shield to the winning team in two age groups. We love competing in matches and we think that it is vital to be sporting in outlook. Parents are welcome to attend the fixtures whether they are 'Home' or 'Away'. The school does respectfully ask all spectators to support in a positive manner.

Sporting fixtures are organised regularly for Upper School pupils, and we play a large number of local schools. There is selective entry to teams, but all children in Upper School will be given the opportunity to represent the school.

Sports Day

Sports Day is both a competitive event and a fun family day. All pupils compete in a range of track and field events appropriate to their age and ability. Parents, relatives and friends are encouraged

to come along and support the children in a range of athletic events both on the track and in the field. A House Cup is awarded to the winning House.

Residential Trips & Outings

For Upper School children in Years 4, 5 and 6) residential trips are organised which provide exciting opportunities for learning outside of the classroom, for example to Hooke Court in Dorset. Year 5 also attend an Activities Camp in Gloucestershire.

Each class will enjoy school outings through the year. A permission form is sent out at the beginning of the year requesting parental permission for the child to go on trips. Information and the cost of the trip are sent out prior to the outing.

Learning Support

Children who require support for dyslexia or who are struggling in a certain area are provided with learning support. The SENCO (Special Educational Needs Co-ordinator) and her team arrange the appropriate learning support, which may be an individual or group session, either inside or outside the classroom. (Please see Special Educational Needs Admission Policy and Contract). The school pays for all group sessions, and subsidises 50% of one-to-one lessons. Parents are asked to cover the remaining 50%.

It is likely from time to time that we suggest extra support for your child in a particularly area or field of learning. This is perfectly normal and our learning support teacher will guide you through the process and progress your child makes.

We follow the nationally recommended Code of Practice for special needs provision. Prospective pupils with an Education Health Care Plan will be interviewed by the school prior to admission. We have an appointed SENDCO and provide one-to-one and small group support to those with special educational needs both inside and outside the classroom.

English as an Additional Language

We are pleased to welcome pupils for whom English is an additional language and all possible support will be provided through the class teacher and the specialist EAL teacher, as well as other staff. As necessary, for pupils who already have a foundation in English, the school will subsidise 50% of English as an Additional Language (E.A.L.) teaching, and ask parents to pay the remaining 50%. The school will set work according to ability, not level of English wherever possible, and every available means of language support will be given across the curriculum. On other occasions (where a child has little or no English, particularly when a child enters in a higher year) we will ask parents to provide and pay for language support so that pupils are able to meet the linguistic demands of school life. Appropriate assessment of pupils' progress will be made, making reference to the 'A Language in Common' document, as appropriate. The EAL Policy is available from the school office.

Co-Curricular Clubs

There are a variety of clubs that children can join either after school or during break times. We believe that the co-curricular experience at Dolphin School is excellent and pupils gain much from being involved in wider aspects of the school life. This enrichment outside of the classroom builds confidence, provides opportunities for extending a passion or simply learning something new.

Information about the clubs is sent home prior to the start of a new term. Clubs may change each term or half term depending on availability, popularity and/or time of year and parents are informed throughout the year regarding any changes to clubs.

It is important that parents collect their children promptly at the end of club, as the school does not have the facility to look after children out of school hours. Parents will be notified if a club is cancelled. The school cannot accommodate the siblings of those attending after-school clubs.

Enrolment in a club must include the full payment by the deadline date. Clubs are very popular and parents are encouraged to discuss options with their children, then sign up online or directly with the provider as required. Where there is a sizeable waiting list for a club, we will do our utmost to arrange a 'duplicate club' at another time, but this will not always be possible.



Pastoral Care & Safeguarding

Houses

Dolphin School operates a house system. Throughout the academic year the pupils collect points for academic work, creative endeavour, sporting contribution and exemplary behaviour. Pupils are placed in one of four houses upon entering the school: Aylward, Lewis, Liddell and Wesley. Each house name was chosen to honour a person who in some way made an outstanding contribution to society with their Christian faith. Children in the same family are placed in the same house. At the end of each term the pupils are given an updated total of points collected for their

house. The year then culminates with the awarding of the house cup to the house with the greatest number of points.

The House system has been created to provide a positive competitive environment. Houses vie for points in School each day, and pupils can also gain points for their Houses in areas such as 'Sports Day' and the 'Inter-house Football Tournament'. Our sports teams compete against other schools in regular fixtures in a wide range of sports.

Behaviour

Dolphin School has high expectations of the children with regard to behaviour. As a school, we place a strong emphasis on character, and we believe that consideration for others is a starting point for harmonious community life. Any behaviour which impacts another person negatively cannot be accepted. Our school rules start from the premise that we respect God and those in authority over us and put other people first. For further details, please see the Behaviour Policy.

The staff see school as a training ground, and we therefore expect to teach and train. We set clear expectations for pupils. We reward positive behaviour through a system of positive rewards, set boundaries and provide consequences for unacceptable behaviour. The aim of discipline is to support a clear framework for behaviour. Please see the Behaviour Policy for further details.

Year 6 School Captains & Monitors

Year 6 pupils are selected to become monitors and captains. They work towards the privilege of serving and leading their fellow pupils by example. It is an acknowledgement of responsibility and the value we place on being great citizens. Every year a Head Girl and Head Boy are appointed to represent the school beyond the normal commitments of the captains and monitors.

School Council

Two members of each year group are selected or voted to attend the school council. They carry an important responsibility to provide a voice in decision making in the school, meeting with the Head Teacher or member of the Senior Team at least once a term. Previous examples of this are choosing a school lunch provider, discussing the regular wellbeing survey or deciding on playtime equipment.

Medical Needs

When your child enrolls at Dolphin, you will be asked to fill in a medical form, with details of your child's specific medical needs, including allergies and instructions regarding any medication required. If, during your child's time at Dolphin, he/she receives any new diagnosis, it is the parents' responsibility to inform the school. Medical forms and 'permission to treat' forms must be completed and returned to the school. Any change of circumstances must be advised immediately to ensure the health and safety of all children. Please refer to 'Accidents and Emergency' section below.

Medicines will only be given to children if accompanied by clearly written instructions and permission from the parent on the relevant form. It is the parents' responsibility to check that all medication held by the school is in date. Parents should always inform the school in writing if a child has had any form of medication that day prior to their arrival at school.

Illness

Please do keep your child off school if he/she has had a fever or vomited in the last 48 hours. This helps to prevent germs spreading. When children return to school, they are assumed to be ready for all school activities. If injury prevents pupils participating in PE lessons and/or matches, parents should write to explain this. You are welcome to take children out of school during PE lessons in these circumstances.

It is generally expected (other than in exceptional circumstances) that children who are well enough for school are well enough for outside break.

Please make sure your child has appropriate clothing (fleece, raincoat, hat, scarf, gloves). We will need a written request from parents to keep a child in at break. If not, during the winter, our small sick bay runs the risk of becoming very overcrowded.

Absences

If your child is going to be absent from school owing to illness, please let us know by leaving a message on the Dolphin School Information line - **07975 511 356** as early as possible in the morning. All absences must be explained either by a message on the information line or an email to the school.

Taking children out of school before the end of term, or returning to school after the beginning of term, without prior permission from the Head Teacher, is not acceptable. A permission form is available online to cover part-day or one-day absence for medical appointments and so on. If the requested absence is for longer than one day, the form must be accompanied by a letter written by parents to the Head Teacher, giving the requested dates and the reason for absence. Parents are strongly discouraged from booking holidays during any part of the school term as new areas of learning are covered daily and children are often working towards key events at the end of terms. We do understand that travel companies make school holiday prices challenging but our long holidays should ensure some flexibility. We courteously ask you to work with us to ensure that children are in school whenever possible during term time.

The Head Teacher will only authorise absences that fit with the school's philosophy of committing to term-time attendance except in exceptional circumstances.

Authorised absences and unauthorised absences are recorded in the official school registers and on individual reports. The government requires schools to report the number of unauthorised absences each year. All future schools look carefully at a prospective pupil's number of authorised and unauthorised absences.

When children have been absent through illness, class teachers will help them to catch up, involving parents where necessary.

Fire Safety

Fire drills occur each term. The evacuation and fire safety procedures are on display in all classrooms. If the fire alarm sounds, parents must vacate the building immediately and assemble with the rest of the school on the pavement outside the Estate Agency, opposite the church on Wakehurst Road. At no time is a parent permitted to escort children out, remain in or re-enter the building. Staff are responsible for all evacuation procedures and must be left to carry out their duties accordingly. Staff have undergone professional fire safety training and a full risk assessment has been carried out.

Accidents and Emergencies

Parents are asked to sign an acknowledgement form if their child is involved in an accident or if he/she receives treatment of any kind. Medical and Permission to Treat Forms are to be filled out by all parents on joining the school so that staff are aware of children's medical conditions. If any new condition arises, it is the responsibility of parents to inform the school. Copies of this information are passed to the class teacher and specialist teachers. Serious medical problems are highlighted to ensure an instant and appropriate response, if necessary. If your child is unwell during the day, the school will make contact with you and, where necessary, request that you collect your child.

If a serious accident occurs, parents or the 'emergency contact' will be notified and an ambulance called. A member of staff will accompany any child taken to hospital, until the parent or emergency contact arrives.

First Aid

Our First Aid point is the Receptionist. Many members of staff are trained in First Aid procedures and our First Aid officers including Mrs Saunders, Mr Woodcraft and Mr Wright, who have received advanced paediatric first aid training.

Safeguarding & Child Protection

Mr Sam Gosden, the Head Teacher, is the Designated Safeguarding Lead responsible for Child Protection and the school has a Child Protection Policy, available for any parents who would like to see it. It may also be downloaded from the school's website. It is the school's duty to safeguard and promote the welfare of all pupils in its care. The following members of staff are Deputy Designated Safeguarding Leads:

- Mr J Schmidt, Deputy Head
- Mr A Woodcraft, Head of Early Years
- Miss Claire Boulby, Deputy Head
- Miss Rachael Colman, Head of Noah's Ark West Side Nursery

Allergies

See 'Medical Issues'. Nuts are not permitted at Dolphin owing to the prevalence of allergies and anaphylaxis amongst pupils. Parents will be kept informed of any child with extreme allergies. Please note that children sometimes bring in birthday cakes, so if your child is allergic to common cake ingredients, it may be worth giving the class teacher an alternative to keep in the classroom.

We request that you provide a list of ingredients for cakes and items which are brought into school.

Birthdays

Birthdays are recognised and celebrated during the Friday Assembly, and children are welcome to bring birthday cakes to school. Please pre-cut the cake and supply paper napkins as knives and napkins are not available in classrooms. A list of ingredients is required in view of the prevalence of allergies. Please do not include nuts in birthday cakes.

Please be sensitive when handing out invitations to parties. We ask you not to send invitations via your children if you are having a party which does not include the whole class or all the boys/girls in the class. Unintentional distress can be caused to those not invited.

Bullying

Bullying is the purposeful and repeated targeted harassment of another, and is not tolerated at Dolphin. If at any time your child reports bullying in any form, please discuss it immediately with the class teacher, and then if necessary with the Head Teacher or one of the Deputy Heads. Please see the Behaviour and Anti-Bullying Policies.

Hair and Head Lice

Hair should be clean and tidy and should be cut or tied back when it reaches the shoulder. This requirement is not only for appearance, but also for health and safety reasons. Dyed hair colour is not acceptable. See the Uniform Policy on the school's website.

Head lice occur in all schools and Dolphin is no exception. We ask parents to check children's hair regularly, using conditioner and a nit comb. If nits or lice are discovered, please inform the school office and please wash and comb out lice daily with conditioner or use a treatment such as 'Full Marks'.

Health and Safety

The children's health and safety is of paramount importance. We are fully committed to keeping the children safe while they are in our care. We also seek to maintain our premises to a high standard ensuring appropriate health and safety measures are in place. We work closely with Wandsworth Local Authority to ensure this.



Day-to-day Information

Arrival and Departure

Arrival and departure takes place as follows:

Class	Arrival	Departure	Dismissal Time
Noah's Ark, West Side Nursery	09:00 Main Entrance	Main entrance	12:30
Noah's Ark, Dolphin Nursery	09:00 Northcote Door	Northcote door	12:30 or 15:30
Reception, Year 1 & 2	08:30 Northcote Door	Enter via the Northcote door and exit via the Wakehurst door	15:30 (Reception half day 12:30)
Year 3 & 4	08:30 The Gate	The Gate	15:45
Year 5	08:30 The Gate	Wakehurst Door	15:45
Year 6	08:30 Northcote Door	Northcote Door	15:45
Siblings' Club		Northcote Door	15:45
Clubs		Northcote Door Unless otherwise specified by the club leader.	See specific club information

The doors at Dolphin School are open from 8.30 – 8.45am each morning. All children arriving at school must enter through these doors and politely greet the Head Teacher, one of the Senior Team, or a colleague.

After School Care

The after school care programme is currently available to children in Years reception to 6 at a reasonable cost. Sessions run from after school until 17:00 or 18:00. You can book your child's place via the parent section on the school website. Regular or one-off sessions can be booked in advance. Collection is from the school gate.

We ask that you follow the cancellation instructions on the website to allow for an effective system. If you are unable to do so, please keep your child in the session or respect that you will still be billed.

Pupils are given the time to carry out their homework, play and undertake adult-led activities such as baking, gardening and STEM tasks.

Newsletters – Word on the Street

Each Thursday a school newsletter is sent out via email to all families. It is an opportunity to share important school news, celebrate achievement and provide a platform to communicate key dates.

Bicycles and Scooters

Bicycles and scooters must be clearly named and may be stored in the church. Scooters may be taken in through pupils' normal arrival doors. Any pupil arriving with a bicycle, should take it to The Gate entrance and Lower School pupils should then return to their parent to enter in their correct entrance. Older pupils (Upper School) may continue to their classroom.

At the end of the day, each Upper School teacher will take his/her class outside to meet parents. On half days, Reception children are dismissed at 12:25. On full days, Reception are dismissed at 15:25 and Year 1 and Year 2 at 15:30. KS2 are dismissed at 15:45.

All bikes and scooters MUST be removed on Friday afternoon and before Half Term and School Holidays. The school cannot guarantee the safety of any that are left.

Please note that, unless there are extenuating circumstances, the school is not responsible for organising alternative arrangements if a parent is unable to pick up a child. All parents are asked to provide a signed list of those authorised to collect their children. This should be given to the Receptionist – and must be updated where necessary. We are sorry that we cannot supervise children whose siblings are at a club from 15:45 – 16:45. They should be booked into after school care. The school must be notified as soon as possible if someone other than the parent or named person from the list is collecting a child from school, either by phone or in writing. If notification has not been received, the child will not be allowed to leave the school until contact has been made with the parent.

Northcote Road is a very busy street, and when you add Dolphin pupils to siblings, pets and parents, it can become congested. Similarly, Wakehurst Road has a narrow pavement. Please respect the space for members of the public who wish to pass through. This particularly applies to pedestrians with buggies, and vulnerable adults. We have staggered our departure times and

use different exits to help alleviate this problem, but we ask you to be vigilant, to control children and pets, to ensure bags are not left unattended on the pavement. It is lovely that parents want to socialise, but please kindly leave a safe passage for pedestrians by congregating at the edges and be aware of the needs of the local community.

Very occasionally, heavy rain necessitates dismissal from inside. If so, please proceed to the church through the Northcote Door and exit through the Wakehurst Door. Collect your child and leave as quickly as possible so that the limited space remains as uncongested as possible.

If you are late arriving at school in the morning, please see the Receptionist. More information about late arrivals is under 'Late Arrivals and Collections'. Children who have not been collected within 10 minutes of the dismissal time will be brought back into school. It is very difficult for staff to monitor children left at school as this is the time allocated for meetings with parents and other staff.

Late Arrivals and Collections

Parents are requested to bring their children to school on time. Late arrivals cause disruption to the class and can be unsettling for children. There are times, however, when traffic jams or other problems result in children being late for school. All children who arrive late must report to the Receptionist where the reason for late arrival will be recorded in writing. Late arrivals are recorded in the register.

It is very important that children are collected on time from school, clubs and other events as it causes them distress to be left behind and makes it difficult for staff who have to wait. If you are held up, please let us know as soon as possible by leaving a message on the Dolphin School Information line - **07975 511 356**.

Lunch

Since January 2021, lunch is provided at school for children in Reception to Year 6 and is optional for Dolphin School Nursery children on site. This is itemised separately on your school fee letter.

A vegetarian and a meat option is chosen by parents at the start of the year and all allergies are catered for by trained serving staff.

There are two lunch sittings, with the Lower School attending lunch before the Upper School. Nursery children on site who opt for a school lunch will have their food delivered to the nursery classrooms.

Calendar

Parents will be advised of term dates for each academic year in good time, and an events calendar will be sent during the summer holidays and regularly updated online through the website. The school attempts to keep dates at similar times each year. Term dates are created after consideration of the 11+ exams and the holiday dates of other local schools, especially schools attended by a majority of siblings. Parents are asked to understand that it is not always possible to obtain an exact match of term dates with other schools. Parents and children are required to attend the compulsory school events in the calendar.

Coats

The blazer must be worn to and from school every day. The thick fleece coat is needed for break twice a day and for PE, and can be left on the peg throughout the term. If you need the fleece for travelling to and from school, please ensure that it is in school every day. The blue waterproof must either be worn to school or left in the school bag.

Break Times

There are two separate break times each day for the Lower School and the Upper School. Children are required to walk to and from Wandsworth Common in silence, out of respect for the neighbours and for their own safety. Reception (and occasionally Year 1) children play on the equipment in the fenced area and are accompanied by at least two members of staff. The rest of the children play a variety of games on the common. They are made aware of the boundaries and the procedures that ensure their safety and well-being. Staff always take mobile phones and first aid kits.

Occasionally, poor weather results in indoor play.

Car Parking

Car parking can be difficult, particularly at the beginning and end of the school day as we are in a residential area with many other schools close by. There is no charge for parking between 17.30 and 09.30. For safety reasons, it is not possible for parents to stay in cars and for children to cross the road by themselves. Please do not park across marked entrances, residents' garages, disabled or ambulance bays. This can have a very negative impact on our relationship with the community. We advise you to leave plenty of time for parking as you may have to park on a parallel street, especially in the afternoon.

Dogs

Dogs are not permitted to enter the school building unless prior permission has been given by the Head Teacher. Parents are also asked to keep dogs on leads and under control on the pavement when children are arriving and departing from school. This helps our relationship with the local community. For safety reasons, we do not allow children to pet unknown dogs when we are on the Common or in any public space.

Second-Hand Uniform

Second-hand uniform sales are organised by parents once per term with an extra sale in June at the New Parents' and Children's Tea (for Reception class and new entrants only). Parents will be notified about the dates for the sales through the weekly newsletters. If you would like to either donate or purchase second hand uniform, please email the school office.

Lost Property

It is essential that all items of uniform are named as they can then be traced back to their rightful owners. All unnamed items are put into the Lost Property cupboard located at the Wakehurst Road entrance. These can be checked in the morning at drop off time. If items are not collected, then every half term they will be put into the second-hand uniform store.



Events, Charities & Community

There are many special annual Dolphin events, all of which are listed on the school calendar. We do not guarantee that the same events will take place each year, as we like to remain a flexible institution, open to change. We believe in a combination of 'ritual' (annual events which give rhythm to the year) and dynamism (being a community which is open to new ideas).

Coffee Mornings

There is a Coffee Morning for all parents on the first day of the academic year each September. Class reps organise other social occasions for parents.

Launch

In September, parents will be invited to their child's classroom where the class teacher will share important information about curriculum and class routines. There is also a talk by the Head Teacher and Senior Team, which is an opportunity to hear about the vision for the up-and-coming year.

Parent/Teacher Meetings

Parent/Teacher interviews are held over two evenings each November and each March. These interviews are planned in great detail. We consider dialogue hugely important to our partnership with parents, and encourage both parents (where possible and appropriate) to attend.

POD (Parents of Dolphin) and Class Reps

When a family joins Dolphin School they automatically become members of the Parents of Dolphin Association (POD). The main role of POD is to encourage and build a sense of community and support across the school. Each class will have a parent representative in the association. The Head of POD is the link between all the Class Reps. Anything POD does is not the sole responsibility of the reps alone; all parents are encouraged to get involved as and where they can to enhance the life of the school. Parents will be notified of dates and details for whole school POD events, in the weekly emailed newsletter.

Charities

As a school we regularly support charities both locally and internationally. During the Autumn Term we support Macmillan Cancer Support and our local Foodbank by raising awareness and collecting food items for some of Wandsworth's more needy families. At Christmas we partner together with 'Love in a Box', putting together care packages for families in Eastern Europe. Each year there are additional opportunities to get involved in charities. This will vary from year to year based on opportunity and a sense of need. For instance, we have recently been involved in raising money and awareness for Centre Point, a London-based homeless charity. Each year, Year 6 make presentations to the school and the pupils vote for our Lent Charity.

Dolphin School Trust is a registered charity - number 1145113. #

Community Relationships

Dolphin School is committed to its relationship with Northcote Road Baptist Church (NRBC) and the church congregation as we seek together to promote Christian values in the neighbourhood. We also want to be a good neighbour, and we do our best to act with consideration towards

other users of Northcote Road and Wakehurst Road and all in the local community. Through our strong relationships with our neighbours, Hamptons, we have been able to create the school garden.

Donations

We are always delighted to receive financial donations for Dolphin School. If, however, you have an item that you wish to donate, please write a note giving details before bringing it in. Storage and space are limited, and we cannot accept everything, even if we would like to do so.



Contact Details

Administrative Staff

All queries related to extra-curricular activities and clubs should be raised with the Receptionist, who will give you the necessary information. Messages for staff or children should also be given to the school Receptionist. If you would like to speak to the Receptionist please do so between the following hours: 08.30-09.30, 12.00-12.45 and 15.00-16.00.

During school holidays, an answerphone message will give details of office opening hours and dates. Messages can be left on the school answer machine, which will be switched on whenever the office is unattended. Please feel free to email us as this is a quick and easy method of communicating.

The contact details of the administrative staff are as follows:

Telephone: 020 7924 3472

Reception	Mrs C. Saunders	Option 1	receptionist@dolphinschool.org.uk
Admissions	Mrs V. Benson	Option 2	admissions@dolphinschool.org.uk
Finance and Fees	Miss L. Lonsdale	Option 3	schoolbursar@dolphinschool.org.uk
PA to Senior Team	Mrs J Akinremi	Option 4	stpa@dolphinschool.org.uk

Information line: **07975 511356** (for absences and arrangements).

If you would like to make an appointment to see the Head Teacher or one of the Deputy Heads, please contact the PA to the Senior Team, who will organise a suitable time for you.

Appointments to see staff

Staff are always willing to discuss any issues relating to your child's education and school life. It is best to send a note to the class teacher with 2 or 3 possible times or an email to the office receptionist@dolphinschool.org.uk, and it is a great help if you are able to indicate the nature of your question or concern. One of the Senior Team may come to these meetings from time to time if necessary. This enables us all to be in close touch with parents and pupils throughout the school. Appointments are usually made for after school.

If you feel that the nature of your concern requires you to see the Head Teacher or one of the Deputy Heads (either following a meeting with the class teacher or not), please speak with the Head Teacher's PA. We aim to provide an appointment within one week of the request, unless it is an emergency. We hope to resolve all concerns informally, and strongly encourage positive communication, but if you wish to make a formal complaint, please read the section on 'Complaints' and follow the procedure that is outlined.

Issues relating to fees should be directed to the Bursar.

Senior Team

The Head Teacher, Mr Sam Gosden leads the Senior Team. The Senior Team with responsibility for education consists of Mr Jeff Schmidt (Senior Deputy Head of Dolphin School) and Miss Claire Boulby (Deputy Head of Dolphin School)

Other key staff:

Ms Lynette Lonsdale is our Bursar.

Mr Adam Woodcraft is our Director of Ethos.

Board of Governors

The Dolphin School Governors are as follows:

- Mrs Sian Gates (Chairman of the Board of Governors)
- Mr Jonny Savile (Ethos and Safeguarding)
- Mr Gordon Corera (Ethos and Communication)
- Mrs Petronella van der Vliet (Finance)
- Mr Matthew Goldschmied (Property)
- Mrs Pauline Dennemont (EYFS & Bursaries)

The school Governors meet several times a year to discuss issues relating to school management, policy development, vision and strategic planning. Should you wish to contact a governor, please email the PA to the Senior Team via stpa@dolphinschool.london

Concerns

If you have concerns about your child, please see the class teacher in normal circumstances. A member of the Senior Team may also attend, and you are free to request that one of them is present. If you deem it appropriate, owing to the serious nature of your concern, please feel free to make an appointment with one of the Senior Team - the Head Teacher or one of the Deputy Heads – communicating with the PA to the Senior Team. If you have seen the class teacher but feel the issue is not yet resolved to your satisfaction, please make an appointment to see one of the Deputy Heads. We aim to see parents within one week of the date of their request, but sooner in an emergency.

A Complaints Policy is available on the school website. Please read this document carefully and follow the correct procedures if you want to make a formal complaint. We are keen to address all concerns and are committed to solving problems effectively and quickly. We hope that most issues can be solved informally through dialogue and mutual understanding.