 Diptford C of E Primary School

*Diptford, Totnes, Devon. TQ9 7NY*

*Tel: 01548 821352 Email:* [admindiptford@thelink.academy](mailto:admindiptford@thelink.academy)

PROSPECTUS DOCUMENTS AND SCHOOL INFORMATION

**Admission Forms**

The following forms must be completed and returned before your child starts school with us:

1. Devon County Council Forms (2): Pupil Information S11/1 & Contact Information S11/2 and Disability Information (if applicable);
2. Consent form for Offsite Activities;
3. Consent form for Internet Use;
4. Consent form for Photography.
5. Home School Agreement
6. Privacy Notice

***When returning your admission forms please either provide a copy of your child’s birth certificate or bring us your original for us to check as we are required to certify your child’s date of birth*.**

**Information Sheets and other Forms**

There is always a lot to remember when starting school but we provide you copies of key documents that are also available to access at any time on or through the school website, *www.diptford.thelink.academy* should the paperwork get mislaid. We recommend you save the website address to your favourites.

1. Privacy Policy;
2. School Uniform Policy;
3. School Uniform Order Form;
4. FODS 100 Club Form;
5. Free School Meals information
6. School Lunch Meals Planner;
7. Holiday Dates for the current school year.

**General Information about our School**

**Our Early Years Unit:** Pre-school and Reception children share their indoor and outdoor spaces forming our early year’s unit, including through ‘cross over time’ and continuous provision together. The environment is happy, active, exciting, fun and secure with the Early Years Team supporting the development, care and learning needs of your child.

When children are due to start Reception in September, we usually have some school visits in the summer term (July). Then during the first two weeks of school in September we have an optional gradual start.

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**School Times:** The school bell rings at 8.50am and all children must arrive by this time. There is supervision in the playground from 8.40am so children can arrive any time onwards. We strongly encourage all children to be prompt and ready to start the school day at 8.50am. If you do arrive late then it is important to enter school via reception. Children will be marked late in the register if registration has finished (Registration closes at 9.00am). The number of late attendances is then recorded and noted on school reports. School finishes at 3.15pm and children can be picked up from the small playground/outside learning area outside Little Dippers Nursery at this time. Access to the school at all other times must be via the School office to ensure the safety and security of our children.

**School Lunches:** All children in Reception, Year 1 and Year 2 automatically receive free school meals, under the Universal Free School Meal Agreement. However, parents and guardians are actively encouraged to apply for free school meals when they enroll their child in school as this will help school to attract additional ‘Pupil Premium’ funding to support learning.

Key stage 2 pupils will be charged £2.50 per meal, to be booked and paid for in advance. Alternatively, you can provide your child with a packed lunch on any or all days.

**How to apply for Free School Meals**

Use the [online application form](https://devoncc.sharepoint.com/sites/PublicDocs/Education/_layouts/15/guestaccess.aspx?guestaccesstoken=O7v0mH6ml2%2bwJpSXw882FzviB%2b6FlZ4z8e0PHistsGU%3d&docid=0c5188d69da6d473894bb1d2783996015), which you can email to [freeschoolmeals@devon.gov.uk](mailto:freeschoolmeals@devon.gov.uk) or print out and post to **FSM Team, Room L102, County Hall, Exeter EX2 4QD.** Parents and carers can also ring the Education Helpline on **0345 155 1019**.

The School Meal planner changes termly so the version enclosed may not be applicable for the term your child starts but it gives you an idea of the lovely meals cooked and provided every day.

Lunch booking and payment for school meals should be made in advance via ParentPay.

Daily fruit snack is provided for pupils in Early Years and KS1. KS2 children are encouraged to bring in a healthy snack. All children are encouraged to bring in a water bottle (water only!) to drink throughout the day.

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**Breakfast Club:** We offer a Breakfast club 5 mornings a week, with the option of an Early Bird drop off at 8.30am.

**Important Information about the breakfast club.**

1. Breakfast Club starts at 8am, led by Mrs Rachael Vickers.
2. Children will be taken onto the playground at 8.40am for the morning activities.
3. If your child arrives early they will not be allowed into breakfast club or school until 8am.
4. Breakfast may include: Toast with a selection of spreads, cereal, fruit and milk.
5. Breakfast is stopped being served at 8.30am.
6. The cost of breakfast club is £3.50 per child; Early Bird Drop off is £1.50. Payment is required at the beginning of every half term but there is flexibility to book weekly depending on numbers. Last minute bookings may not be possible due to staffing and ratios.
7. Breakfast club is held in Little Dippers (Nursery building). Children should be brought to the gate and ring the bell to be let in. They need to be signed in by an adult.

Initially Breakfast Club will be for school aged children only but if you require Nursery children (3-4 year olds) to attend, please contact us. This will be dependent on numbers and staff-to-child ratios.

**After School Club and care:** After school club is run by different providers, including Premier Sports and the staff. They run on school premises from the end of the school day until 4.15, with the additional option of child care from 4.15-5.30 on request.

Alongside the fun aspects of the club we encourage the development of team building, access to ‘different’ sports and social skills. We welcome all school children regardless of age. The cost is £7.50 for a full session and £5.00 for half session. Booking forms are available in the School office or for further information please come and have a chat with Rachael Vickers.

**Other activities:** As well as After School Club, other activities may take place throughout the year, including lunch time clubs or activities that may be run by parents or volunteers – gardening and ‘love our school’ days are always a favourite! They do change frequently so it always worth asking in the School Office what is currently running.

**Diptford School Website:** At [*www.diptford.thelink.academy*](http://www.diptford.thelink.academy)the School website has a calendar for you to check what is coming up, photos of recent events, trips or visits and regular written updates from the Academy Head. We recommend you check it regularly and at least weekly to stay up to date with what is happening in school. Each class also has its own page keeping you up to date with what has been going on and information about the curriculum that is being taught. The School terms dates, policies (like the homework policy), procedures and minutes of the School Committee meetings can be found here as well. The Academy Head sends out weekly communication in the form of a newsletter with updates, stars of the week and more.

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**PTA:** We have a very active parent’s association, called Friends of Diptford School or FODS for short. They also have their own website and request that parents (and or other interested parties like grandparents!) register their e-mail addresses on the website to receive e-mails about events taking place and school social matters. You will find their site at http://friendsofdiptfordschool.wordpress.com. You can do this at any time even before your child starts at Diptford School so that you can join in the community spirit. Alternatively, if you provide your email address on the forms enclosed FODS will do it for you.

FODS runs a lottery called the 100 club, which is a fundraiser and assists Diptford School in achieving its aims, like refurbishing the library and equipping Forest School, as well as providing the children with little extras at times, like Pantomimes and Discos! The 100 Club is open to anyone and members of the local community who can support the school. Information is included explaining how this operates and your support is appreciated.

**More help & advice**: We have a number of current Diptford parents who have kindly given their consent to be contacted by yourselves if you feel it would be useful and helpful to speak to them. They are more than happy to give you any help or advice with any queries or questions you may have regarding joining our school. Please contact the school office and Rachael will be able to provide you with their contact details.