



Acting Head Teacher



Welcome back after the summer holidays.

I am delighted to inform you that I will be the Acting Head Teacher at Durand this year.

I am really looking forward to working with you all and meeting those of you whom I have not met before in the near future.

I am pleased report the term has started well and the children and staff are already working hard.

Ms Pickard

The School Day

Nursery to Year 6

School starts promptly at 8.55 am. Registers close at 9.15 am. Please ensure your child attends school on time every day.

Children should line up in the playground near the entrance to the school where their form tutors will collect them and take them to class.

School finishes at 3.30 pm every day. Children who have written permission from parents to leave alone can do so at this time. Without written permission, children will not be released from school until an authorized adult comes to collect them. Children who are collected after 3.45 pm (4.00 pm if you have children on both sites) will incur a late charge.

Middle School

School starts promptly at 8.30 am. Registers close at 8.45 am. Please ensure your child attends school on time every day.

Children should line up in the playground near the entrance to the school where their form tutors will collect them and take them to class.

School finishes at 3.45 pm every day.

All children will be released from school at this time. If you are collecting your child please ensure they are collected promptly at the end of the school day.

Photographs



At various times in the year, we may have visitors to the school and the local or national press/television may accompany them.

If you do not wish your child to be included in any photographs then please notify the school in writing. You can email this to admin@durandacademy.com

Staff at Durand Academy 2017-2018

Acting Head Teacher: Ms R Pickard

Ms Pickard is responsible for the day-to-day running of the school from nursery through to the middle school. She is assisted in this task by other school leaders.

Assistant Head of Mostyn Site: Ms H Russell

Ms Russell has day-to-day responsibility of the Mostyn site. She is also the Team Leader for Year 2.

Other team leaders on the Mostyn Site are:

Nursery and Reception: Ms G Kemp

Year 1: Ms S Nazir

Years 2: Ms H Russell

Year 3: Ms R Pickard/Ms Linton

Assistant Head of the Junior Site: Mr A Hadley

Mr Hadley has day-to-day responsibility for the classes located on the Hackford Road site. He is also the Team Leader for Year 4.

Other team leaders on the Hackford Road Site are:

Year 4: Mr A Hadley

Year 5: Ms O Clark

Year 6: Mr S Johnson

Head of Middle School: Mr O'Brien

Mr O'Brien has day-to-day responsibility for the classes located on the Hackford Road site.

Who should I speak to if I have a concern about my child?

If you have a concern about your child you should speak to their class teacher. We expect that nearly all parents concerns will be resolved in this way.

Should you feel the matter has not been resolved you should speak to the team leader of the relevant year group. After meeting the class teacher and team leaders, if you feel that the matter is still unresolved you should ask to speak to the Head of Key Stage.

Ms Pickard is available to meet with parents. However, please be aware that if you have not followed the steps set out above they are likely to refer you back to the appropriate person.

Special Leave Requests

Legislation introduced in September 2013 means that Head Teachers may no longer authorise holidays for children during term time. However, a Head Teacher may authorise an absence in 'exceptional circumstances'.

At Durand we know that parents take their children's attendance and progress at school very seriously. If you do wish to apply for permission for your child to be absent from school, you should do this as far in advance as possible. We will consider each application individually and will take into consideration:

- Your child's attendance and punctuality – We are unlikely to authorise further absence for a child with unsatisfactory attendance i.e. below 94%
- Previous requests for absence – We are unlikely to agree to more than one absence during term time during your child's time at Durand.
- Family holidays during term time cannot be considered 'exceptional reasons'

Please remember to never book a flight or holiday before you have requested permission for absence. In the event of permission being declined you could lose money. **21 days' notice will be required for all requests.**

Permission cannot be given after the absence has occurred.

School Term Dates 2017/18

Autumn Term 2017

Finish Date Friday 20th October

Half Term **Monday 23rd to Friday 27th October**

First Day of Term Monday 30th October
Finish Date Wednesday 20th December

Spring Term 2018

Start Date Tuesday 2nd January
Finish Date Friday 9th February

Half Term **Monday 12th to Friday 16th February**

Start Date Monday 19th February
Finish Date Thursday 29th March

Summer Term 2018

Start Date Monday 16th April
Bank Holiday **Monday 7th May**
End Date Friday 25th May

Half Term **Monday 28th May to Friday 1st June**

Start Date Monday 4th June
End Date Friday 20th July

Two INSET Days to be decided

Football Trials

In preparation for the upcoming Lambeth football season, football trials for Year 5 and 6 children will take place on the following days:

- **Year 5- 6 boys'- Monday 18th September - 4.00 pm to 5.00 pm**
- **Year 5-6 girls'- Tuesday 19th September - 4.00 pm – 5.00 pm**

Please ensure your child attends on the correct day.

Trials will take place on the school pitch. All children **must** bring with them shorts/tracksuit bottoms, top, trainers/boots (no studs) and water. Any child who does not bring the proper kit will and permission slip will not be allowed to participate.

School Meals

(Monday 18th September to Friday 20th October 2017)

Mostyn Site - £37.50

Junior/Middle School Site - £42.50

Weekly Cost (to be paid in advance on a Monday)

Mostyn Site (Nursery and Year 3) - £8.50

Year 4 - 11 - £8.50

To register for online payments please contact the office to request a code.

Children whose parents/carers receive any of the following are entitled to free school meals:

- Income Support (IS)
- Income based Job Seeker's Allowance (IBJSA)
- Child Tax Credit, provided they are not entitled to Working Tax Credit, and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- The Guarantee element of the State Pension Credit
- Income related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after their employment finishes or after they start to work less than 16 hours per week
- Universal Credit **

If you wish to apply please collect a form from the office.

Packed Lunches

Durand operates Healthy Eating which includes school lunches and also packed lunches.

Parents who choose to provide a packed lunch for their child are asked to follow the following guidelines:

A healthy packed lunch could contain:

- Sandwiches
- Fruit
- Small yoghurt
- Healthy snack bars

Durand packed lunches **should not** contain:

- Sweets of any description
- Drinks – water is available at the table for all children
- Chocolate bars

Please be aware of this guidance when preparing your child's lunch.



School Meals

Payment of School Meals

We would like to inform parents dinner monies should be paid on the Monday of each week. The majority of parents do pay each Monday, but we have found a minority are not paying until much later in the week, if at all.

This causes the obvious problem that some children are having dinners which they have not paid for and unfortunately, a debt is being created. Apart from being unfair on the parents who are paying at the beginning of each week it is also placing additional work on our administrative staff who have to send out letters and emails to remind parents who have not paid. These reminder letters also result in extra cost to the school. If you wish to pay online please request a code from the office to sign up.

Medication in School

Medication for pupils cannot be administered or allowed in Durand Academy except in special circumstances.

We will support pupils who have recognised medical conditions, which last longer than 15 days and will require the pupil to have a care plan in school.

Prescribed medicines (issued by a GP or Hospital) will only be allowed at school when essential; that is where it would be detrimental to a pupil's health if the medicine were not administered during the school day.

Antibiotics or paracetamol for a cold or eye infection etc. will not be administered or allowed in school, this is the responsibility of the parent/ carer.

Any pupil who is infectious or too poorly should not attend school until they are well enough.

It is noted that medicines that need to be taken three times a day could be taken morning, after school hours and at bedtime.

Parking at Mostyn

Parking at Mostyn

We would like to thank those parents who park considerately at the Mostyn Site. However we would like to remind a minority of parents to avoid dropping off their children at the **School Keep Clear** markings on the road. Also please do not double-park or park in front of the building site as this causes congestion.

Mobile Phones



This is a reminder that children up to Year 6 are not allowed to bring mobiles in to school. Children in Year 7, 8 and 11 may do so and must hand this in first thing in the morning to the designated person. Any mobile phone found not to be handed in will be confiscated and will need to be collected from the school by the parent.

PE & Swimming

At Durand Academy our Physical Education goal is to encourage daily participation in activity, which is physically beneficial. We hope participation becomes a lifetime habit for our students.

Physical Education is a compulsory subject within the National Curriculum and statutory requirements state all students should participate in regular lessons.

If a student is physically well enough to attend school, then they are physically well enough to participate in all lessons and as such will be expected to participate in PE and swimming. However, on occasions exceptions may arise and only in these circumstances may physical education be considered inappropriate and impractical. In these cases an alternative activity will be provided by the PE department.

Unless you have a medical excuse from a doctor, your son/daughter must participate in PE and swimming.

I thank you for your support in this matter.

Mr Teska – PE Coordinator

Collecting Children Early

Parents are reminded if you need to collect your child early during the day for an appointment please inform the office in advance, so we can organise for your child to be ready in the office. We do request that all appointments are made outside of school time where possible so as to not disrupt the learning of the children.

When parents turn up unexpectedly you may have to be prepared to wait as sometimes the children are in PE/Swimming lessons.

Thank you for your cooperation.

Email

Our main form of communication with parents will be through email. This includes letters, reminders and newsletters that have previously been given out in paper form. If the school does not have your email address please ensure that you give it in at reception.

This will allow you to stay updated with what is happening in the school. If you do not have an email account we would advise you to create one and let us know your email address as soon as possible.

Library

There are lots of great and **free** clubs at the local Brixton library. Please take a look:

Reading club

'Chatterbooks' is a reading group aimed at 7 to 12 year olds, please check age range with individual libraries. This takes place the first Wednesday of the month 4.15 pm to 5.30 pm.

Homework Club

Homework clubs provides out of school support for primary school aged children.

This takes place every Wednesday (term time) 4.00 pm to 5.30 pm.

Code Club

Children age 9 to 11 can learn to code, creating their own animation and games. Check with local branch for availability. This takes place on alternate Saturdays 2.00 pm to 4.00 pm (please contact library for dates).

Crafts Club

Make a Mess in the Library
Every Monday 4.00 pm to 5.00 pm
Every Saturday 3.00 pm to 4.00 pm



Notices

Footballs/Basketballs

Please do not bring footballs or basketballs into the school. The school will provide balls for children to play with.

Contact Information

If you have recently changed your number or address please let the school reception know. It is important to have up to date contact details for all the children in case of emergency.

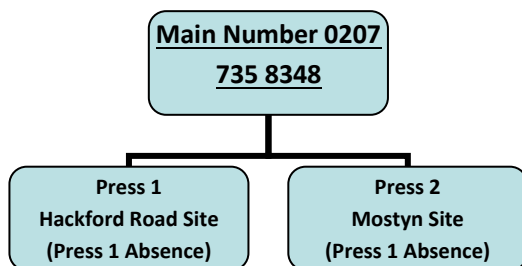
Labelling Clothes/Lost Property

Please ensure you label your child's clothes. This helps parents identify items of clothing kept in the lost and found.

If your child mistakenly brings home an item of = clothing which does not belong to them, we ask parents to ensure this is returned to school the next day.

Absences

If your child is going to be absent from school, we kindly request parents to leave a clear message on the school voicemail and not call to speak to the administrators directly.



Parents must leave a message on the voicemail for each day your child is absent from school.

If your child is absent for more than three days, you must provide a letter from your doctor confirming this. Without this, your child's absence will be recorded as unauthorised.

Contact Information

If you have recently changed your number, home address or email address please let the school reception know. It is important to have up to date contact details for all the children in case of emergency.

Jewellery



As part of Durand Academy rules, jewellery is not permitted to be worn for health and safety reasons. This includes watches.

Please do not send children to school with jewellery.

CLASSROOM RULES

ASK QUESTIONS
NEVER GIVE UP

BE RESPECTFUL

RAISE YOUR HAND

TREAT OTHERS KINDLY

BE RESPONSIBLE

DO YOUR HOMEWORK

LISTEN & FOLLOW DIRECTIONS

ALWAYS DO YOUR BEST

You can view past newsletters on our website at <http://www.durandacademy.com/news/>.

If the school does not have your email address please give it in to reception or email admin@durandprimary.com.