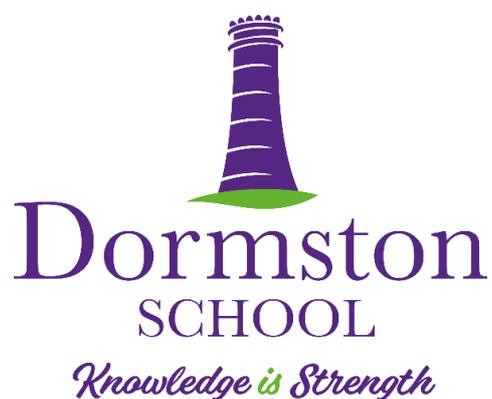


Dormston School



An Information Guide for Parents/Carers
2022 - 2023



Useful Contacts

Switchboard/Reception

01384 816395

Attendance OfficerAllison Jones
Julie-Anne Innes

01384 816401

Assistant Head Teacher

(Mrs Kate Beer)

kbeer@dormston.dudley.sch.uk

Please consult our school website for updated school information, forthcoming events, newsletters, curriculum guidance, policies and documentation. For additional queries please email your child's

www.dormston.dudley.sch.uk

HOUSE	HEAD & DEPUTY OF HOUSE	E-MAIL CONTACT	CONTACT NUMBER
AVON	Mr P Amos	pamos@dormston.dudley.sch.uk	01384 816414
DERWENT	Mrs R Downie	rdownie@dormston.dudley.sch.uk	01384 816416
SEVERN	Mr J Wilkes	jwilkes@dormston.dudley.sch.uk	01384 816425
TRENT	Mr M Plant	mplant@dormston.dudley.sch.uk	01384 816427

Head Teacher's Message

'Dormston School aims to inspire confident, motivated students who have a passion for learning and are fully equipped to contribute to society'.

At Dormston we want to prepare all of our students so they are 'determined, persistent, disciplined, collaborative and inquiring citizens who are increasingly independent, with a love of learning'.

Our core values are 'Effort, Knowledge, Respect, Responsibility & Resilience'.

Effort – We believe that when a student tries their very best there is no end to what they can achieve. Pupils may not always find every subject easy but with determination and drive they will succeed. Good effort also means **attending school every day** and being on time and equipped for all lessons.

Knowledge – Children come to school to learn. It may sound obvious but every day our staff will be expecting your sons and daughters to give 100% to their school work. We think carefully about our curriculum to ensure children are provided with a broad and balanced experience. We will set all students challenging targets which they have to work hard to achieve.

Respect – Good behaviour is the key to a happy and successful school and we will expect all students to have good manners and show respect to all staff and other students. We will not allow any students to 'steal' the learning of others in the class through poor behaviour and we make no apologies for our behaviour system which demands high standards from students.

Responsibility – We expect all students to be responsible members of the school community. That means taking responsibility for their learning and behaviour but also playing their part in making the school a great place to be. We offer a wide range of extra-curricular activities and opportunities that enhance the learning experience. Students are encouraged to be part of our school council or, in Year 11, part of the student leadership team.

Resilience – We hope that your child is very happy at Dormston School and enjoys every day but sometimes school life, like life outside school, can become a little challenging. When the going gets tough we want our students to be strong enough mentally and physically to see their way through their problems and emerge as stronger and wiser people. Our pastoral team are always there to provide the support and encouragement to make sure no student is left behind.

We look forward to welcoming your child to Dormston School.



Head Teacher

Welcome to Dormston School

A very warm welcome to Dormston School. Transition to secondary school is exciting but does come with its worries for all parents of Year 6 children, especially in light of recent events. I sincerely hope that the information contained in this booklet will answer most of your questions and allay any fears you may have.

At Dormston School we see the education of your child as a collaborative effort between your child, us and you (as their parents and carers). Studies have shown that the most successful students are those who have good support at home, therefore we would encourage you all to stay as involved as possible in the coming days, months and years. This does not mean that we expect you to be an expert in each of their curriculum areas; rather that you take an active interest in their progress, sharing our high expectations of them and pass on any concerns you may have in a timely way, so together, we can ensure your child makes the very best of their time at Dormston School.

We have named our four Houses after four rivers: Avon, Derwent, Severn and Trent because the journey through school is much like the flow and currents of a river. It may start small but as it works its way to the vast ocean it gets wider, flows stronger and gains momentum. There may be obstacles in the way and sometimes it might not be an easy or direct route but just as a river finally emerges into the vast ocean, so our students move on to bigger and brighter futures. If we work together in this way we are confident in the success of your child both academically and beyond.

Key Information

SCHOOL DAY

The school operates on a two-week timetable. When your child starts Dormston they will be given a print out of their timetable along with a student planner.

Current School Day

8.40am	Registration
9.00am-10.00am	Lesson 1
10.00am-11.00am	Lesson 2
11.00am -11.15am	Break
11.15am -12.15pm	Lesson 3
12.15pm -1.15pm	Lesson 4
1.15pm -1.45pm	Lunch
1.45pm-2.45pm	Lesson 5
2.45pm	End of school day
2.45pm-4.00pm (and beyond for some activities)	Homework Club and Extra Curricular

**All students must remain in school at lunchtime. They have a choice of purchasing food from several food outlets or bringing in their own packed lunch.*

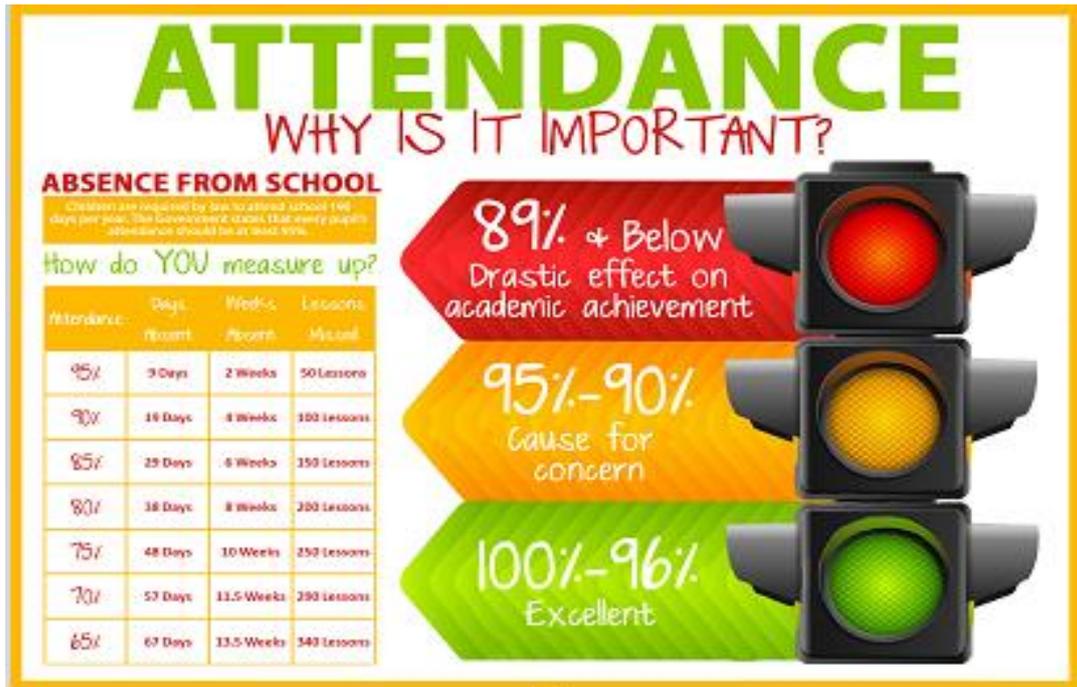
For the Autumn and Spring terms our Year 7 students have the use of the Gallery area so they can socialise with their Year group whilst settling into the school.



ATTENDANCE AND PUNCTUALITY

At Dormston we encourage excellent attendance and punctuality. Your child's Head of House/Form Tutor will carefully monitor their attendance and punctuality. We realise that sometimes absence from school is unavoidable, however, we encourage parents and carers to ensure students are in school as much as possible. If your child is away for any reason please contact the school, preferably before 8.30am, on the first day of absence.

Please be mindful that your child's attendance and punctuality will have a great impact upon their learning and the DfE requires all schools to address persistent absence as a potential safeguarding concern. (Please see Attendance leaflet for more information).



Dormston School Escalation Stages for Attendance Concerns



UNIFORM

We want to encourage Dormston students to take a pride in the school and themselves. One of the best ways of doing this is wearing the correct school uniform.

GIRLS

- ✓ dark grey skirt (knee length) or **tailored** trousers (material must be 'Trutex Grey' and not stretchy or tight-fitting);
- ✓ lilac blouse; long or short sleeved (from uniform suppliers only; the manufacturer is David Luke);
- ✓ navy 'v' necked house jumper with school logo and with correct House logo on left sleeve (from uniform suppliers only). Jumpers should not be tucked in;
- ✓ school tie from uniform suppliers;
- ✓ footwear should be black leather, low-heeled (no more than 1 inch high), lace up, or slip on shoes with strap, and enclosed heels and toes. No trainers including trainer style shoes, boots or canvas shoes. **NOTE** you must be able to polish the shoes. Shoes with visible logos are unacceptable;
- ✓ black/navy or white socks, black or natural tights;
- ✓ plain black/navy/dark grey outdoor coat (no leather, fur, denim jackets or hooded tops).

BOYS

- ✓ dark grey trousers ('Trutex Grey');
- ✓ dark grey shirt; long or short sleeved (Trutex);
- ✓ navy 'v' necked house jumper with school logo and with correct House logo on left sleeve (from uniform suppliers only);
- ✓ school tie from uniform suppliers;
- ✓ footwear should be black leather, lace up, or slip on shoes. No trainers, including trainer style shoes boots or canvas shoes. **NOTE** you must be able to polish the shoes. Shoes with visible logos are unacceptable;
- ✓ black socks;
- ✓ plain black/navy/dark grey outdoor coat (no leather, fur, denim jackets or hooded tops).

During the summer term only students may wear a branded polo shirt (with school logo and correct House logo on left sleeve) instead of a shirt and tie. The polo shirt may be worn with the school jumper only. Dormston polo shirts are available from all of our usual uniform suppliers.

PE KIT

- ✓ black/purple shorts/skort (with logo) from uniform supplier;
- ✓ black/purple polo top (with school logo);
- ✓ black/purple zip sweatshirt (with logo);
- ✓ black/purple rugby top (with logo)
- ✓ black/purple sports socks;
- ✓ plain black tracksuit bottoms (any make)
- ✓ trainers;
- ✓ football boots are advisable, no metal studs (boys).

For all PE lessons students must have as a minimum: a PE top, shorts or skort, socks and trainers. Tracksuit bottoms and sweatshirts can be worn at the discretion of the PE Staff. It is



also important to note that PE kit must be brought to all lessons regardless of intended participation.

Three local uniform providers: Abbiss (Wombourne), Bilston Market (Wolverhampton) and Crested Schoolwear (Dudley & Wolverhampton).

'Friends of Dormston Community' also provide a 'Pre-Loved' Uniform service.

Please find more information on this in your pack.

FURTHER POINTS

Could we also stress that, in the interest of preserving high standards, the following also applies:

Jewellery:

- one stud in each ear lobe is allowed (**no other piercings are permitted**)
- one ring, one watch (**no bracelets, bangles, necklaces are permitted**)
- hair dyed in fashion colours is not permitted
- extreme styles (e.g. tramlines, shaved in patterns/lines, less than grade 2) are not allowed
- no make-up is permitted in Year 7
- nail varnish or nail extensions are not permitted
- eye-lash extensions are not permitted.

Please note that the school reserves the right to make additions/changes to this list at any time at the discretion of The Head Teacher

There will also be a consultation taking place next year with a view to introducing a gender-neutral uniform.

EQUIPMENT

We encourage our students to become independent learners and as such it is vital they are always fully prepared for their learning. Students should come to school equipped with the necessary equipment and stationery:

- ✓ pens
- ✓ pencils
- ✓ ruler
- ✓ rubber
- ✓ pencil sharpener
- ✓ calculator
- ✓ reading book
- ✓ their planner.



A sturdy bag is also a necessity.

Equipment checks will take place each morning in registration and parents/carers will be notified if students are not fully prepared for learning.

Please note that valuable items are not allowed in school, which includes mobile phones. If you wish your child to have a mobile phone to use on the journey to and from school, it must be left in the Student Reception prior to morning registration and collected again at the end of the day. Any mobile phones seen in use during the school day will be confiscated and handed into school reception. Students are able to collect their phone at the end of the school day. (Please refer to the Mobile Phone Policy on the school website.)

Equally, we **do not** allow students to bring in other expensive items such as smart watches and air pods. School will take no responsibility for lost or broken items such as these.

FREE SCHOOL MEALS

Some of you may be eligible for free school meals. When your child joins us in September free school meals currently applied for through Dudley MBC will automatically continue. If you live outside of the Dudley Borough you will need to re-apply via Dudley MBC's Free School Meals Team. If you feel you may be eligible but have not applied please go to: <https://www.dudley.gov.uk/residents/benefits/free-school-meals/>

If you need any further information please contact the Free School Meals Team on 01384 814988 or by emailing freeschoolmeals.benefits@dudley.gov.uk.

If your child is entitled to free school meals we feel that it was important to clarify their entitlement so that you are aware of our provisions for free school meals for your child. Any child in receipt of free school meals is entitled to:

- Attend our pre-school breakfast club from 8.10am in the River Café with our pastoral team. Breakfast options of pastries, toast, hash browns, cereal or porridge (currently up to the value of £1 per day) provided. Water/squash is provided free of charge.
- Receive a free school meal which includes a 'meal deal' consisting of a hot meal and dessert or a sandwich and dessert (currently up to a current value of £2.40 per day). The allowance does not include a drink as water/squash is provided in our school canteen free of charge.
- Support is provided for DPA Music lessons.
- Contributions towards curriculum-based trips and resources.

Please note to support the government guidelines on healthy eating, students are not permitted to use the free school meal allowance to solely purchase a dessert – we will only serve a dessert as part of the meal deal. Additionally, the allowance cannot be used to purchase drinks.

You can obviously provide funds for your child to purchase any additional items such as snacks and drinks. Please be aware that the free school meal allowances are allocated on a daily basis and therefore if food is not purchased on one day, the value cannot be transferred or accumulated for a day later in the week.

We hope that this helps to make the free school meals entitlement clear and allows us to support your child by providing a nutritious and balanced meal without allowing pupils to simply spend their allowance on smaller snacks.

If you have any queries with regard to free school meal entitlement please do not hesitate to contact Mrs L Dawes at school.

HARDSHIP FUND

If you are a family who are not eligible for Free School Meals but are experiencing financial difficulties please contact your child's Head of House to check if and how school may be able to support or offer advice.

GO4SCHOOLS

This is our school online system and it enables you as parents/carers to have access to 'live' information on your child's:

- timetable;
- homework;
- behaviour;
- attendance;
- progress towards these.



You will be provided with more information on this when your child starts with us.

BIOMETRIC SYSTEM/PARENTPAY

The school operates a biometric system allowing students to pay for school lunches with no money exchanging hands. When students join Dormston School they will receive an individual biometric code. Students will be given an account and money can be added via our e-payment system - ParentPay. At lunchtime students select the food they want, place their finger on the biometric reader, and the process is complete.



ParentPay allows parents and carers to add money to their child's account securely on-line. Parents will be given a code to log on to this site. This letter will be posted to you before the end of the academic year and we ask that you set up your account at your earliest convenience. If you have any problems please do not hesitate to call school or email churst@dormston.dudley.sch.uk. ParentPay can also be used to pay for other school related fees such as school trips, revision guides and school related equipment.

School Systems and Procedures

THE HOUSE SYSTEM

Dormston operates a successful House System where we have engendered a real sense of community, competition and achievement across the year groups. The four houses Avon, Derwent, Severn and Trent are inspired by the rivers in our surrounding area. Each house meets weekly in the theatre to participate in thought provoking assemblies that reinforce our Core Values and their unique House ethos. In the coming year there will be a whole range of activities and competitions that your child can participate in.



FORM GROUPS

There are eight form groups in each year, with an average of 29 children. Each form group contains a mixture of students from different feeder schools, with different abilities and talents. Form groups are led by a tutor whom the children will see each morning.



Your child's form tutor is their first port of call should they require support or guidance in any area of school life. Throughout the year specific students will be identified for individual mentoring with regards to homework, organisation, academic progress and well-being. Bespoke interventions will also be offered on an individual needs basis.

For timetabling purposes each half of the year is split into populations:

	AVON	SEVERN	DERWENT	TRENT
X Population	AX	SX	DX	TX
Y Population	AY	SY	DY	TY

BEHAVIOUR: Rewards

Rewarding students for good behaviour, positive attitude, and achievement is a very powerful tool. At Dormston we firmly believe that the use of rewards can serve to increase motivation and promote positive behaviour thus reducing the use of sanctions and, in many instances, rendering them unnecessary.



The house point system continually rewards student achievement in terms of attendance, effort and involvement in extra-curricular activities. House points are tallied both individually, and collectively as a House, with success being celebrated at Rewards Evenings. All students have the opportunity to achieve their bronze, silver, gold and platinum reward ties based on house points received. 300 house points = bronze tie, 600 house points = silver tie, 900 house points = gold tie and 1200 = platinum tie.

Other rewards include; Head Teacher Commendation, Core Value Stripes, Learner of the Month, Pizza Reward Evenings and an invitation to The Dormston School Awards Evening that celebrates academic achievement in an 'Oscar' style ceremony.

Behaviour - Prepared for Success

At Dormston we firmly believe that all students are entitled to disruption free learning. As such we operate a 'Prepared for Success' behaviour and learning system. If required sanctions are given through a central school system and carefully monitored by the Behaviour and Welfare Team (BWT), Heads of House and Senior Leadership Team.

The aims of Prepared for Success are:

1. To **eliminate disruptive behaviour**, so that there is a culture of achievement, ambition and learning everywhere in the school, and no learning time is wasted.
2. To provide **clarity for staff and students** about acceptable behaviour and the consequences of misbehaviour.
3. To encourage students to **take responsibility** for their own actions.
4. To enable teachers to **deliver engaging and creative lessons, experiment and take risks**, without concern for behavioural consequences.

Whilst sanctioning poor behaviour the school will also work with students to reflect on their actions and put interventions in place to prevent reoffending. Reasonable adjustments are made to take into consideration students with specific needs.

PREPARED FOR SUCCESS

Dormston SCHOOL
Knowledge is Strength

SUCCESS FOR YOURSELF

- ✔ Treat all staff and students with respect.
- ✔ Wear your uniform correctly and with pride.
- ✔ Put 100% effort into all that you do.

SUCCESS AROUND SCHOOL & IN THE COMMUNITY

- ✔ Walk calmly and sensibly.
- ✔ No pushing or contact.
- ✔ Use the correct stairwells around school.
- ✔ Do not drop litter.
- ✔ Respect the environment.

SUCCESS IN LESSONS

- ✔ Be on time. Teachers will meet and greet you.
- ✔ Be ready to learn, with correct equipment.
- ✔ Follow instructions.
- ✔ Listen when others are speaking.
- ✔ Keep off task conversation for social times.
- ✔ Work in silence when asked.
- ✔ At the end of a lesson wait until you are dismissed.

VALUES
Effort, Knowledge, Respect, Responsibility, Resilience

Our 'Prepared for Success' behaviour system has three strands:

1. **Success in the lessons**

After an initial warning a child will be sent to the Behaviour and Welfare Team if their behaviour does not improve. A moving forward talk will then take place at the end of the school day to ensure a no grudges approach next lesson. If behavioural issues persist, further sanctions will take place and parents /carers will be notified.

2. **Success around school and in the community**

Behaviour that breaks our rules will result in a 45-minute detention after school on Thursdays. Failure to attend this will result in a 60 minute Senior Leadership Team detention on Friday.

3. **Serious incidents**

Such incidents will be investigated by your child's Head of House or the Pastoral Team and appropriate support and sanctions will be put in place. Parents and Carers will be notified.

4. **Subject Detentions**

Subject detentions may be issued for repeated lack of homework or equipment. These detentions can take place at breaktime, lunchtime or after school. We will always endeavour to give 24 hours notice for after school detentions.

We expect the best from our students and poor behaviour is not tolerated. Should you have any concerns, please contact your child's Form Tutor or Head of House immediately. Often early intervention can nip a concern in the bud. A copy of our Positive Behaviour Policy and Anti-Bullying Policy can be found on the school website.

By sending your child to Dormston School you are committing to abide by the rules and approach to education and welfare laid out in our Home School Agreement. This can be found in your child's planner and on our website. If you have any concerns regarding the school's, your child's or your own commitment to this agreement please contact the school so that a meeting can take place to discuss the situation further.

BEHAVIOUR AND WELFARE TEAM

Our Behaviour and Welfare Team (BWT) investigate incidents of concern that have caused students or parents/carers anxiety. They also work very hard to promote positive behaviour around school with groups of individuals or the wider community.

This team are non-teaching staff, specifically trained in areas of behaviour and well-being to help support your child if ever necessary. They also act as learning mentors for all children.



HOMEWORK

Your child will receive homework each day. All homework will be set on Go4Schools but students should also record their homework in their planner and we encourage parents and carers to look daily/weekly at the work being set to ensure deadlines are being adhered to. Go4Schools also offers parents an insight into the homework that has been set and they can also monitor completion of homework and whether their child's work has been received by the classroom teacher. Go4Schools can be accessed online or through the free app.

The amount of homework and time spent upon each piece of homework will vary between year groups.

Year Group	Time to complete each piece
7	20-30 minutes
8	30-40 minutes each piece
9	40-50 minutes
10	50-60 minutes
11	50-60 minutes

In Year 7 your child will receive the following homework tasks per fortnight:

2 - English/Maths/ Science

1 – Language/DT/Geography/History/Religious Studies/Art/ Computing

Support with Homework:

Not all homework is done at home; in fact, for some students who find it hard to work at home, or for some tasks which may require resources (books, software, equipment) more readily available at school, it is necessary or desirable to carry out tasks at school.

Students can complete work in the PLC before and after school and additional support is available at Homework Club as per timetable.

Homework is a very important part of pupil progress at school:

- Homework will be used to **reinforce prior knowledge**. It will sometimes take the format of Last week/lesson, Last month, Last term/year tasks which will reinforce prior learning. This will ensure that revision is an ongoing process and will consolidate learning.
- **Knowledge Organisers** will be issued at the start of each topic and can be used as a starting point for homework tasks e.g. Use your Topic 2 knowledge organiser to create a mind-map about waves. These can also be revisited to embed understanding with tasks being set from previous term's KOs.
- Homework can also be used to prepare for the next activity in a form of **flipped learning** where pupils prepare in advance for new topics. This may be through directed but independent research, comprehension or video resources.
- **Reading** may be set as homework. Parents should acknowledge that reading homework has been completed.

We therefore expect all homework to be completed and handed in on time. All homework will be recorded on the Go4Schools platform, which makes it easy for you as parents/ carers to monitor and support.

ENRICHMENT OPPORTUNITIES/OFF SITE VISITS

Students are given many opportunities to enhance their education through trips and visits. Opportunities that will be provided during your child's time at Dormston include; visits to local theatres, museums, places of worship, universities and places of historic interest, as well as overseas enrichment such as Ski trips, Geography trips, Paris and New York trips.

Please note: Students not returning the Student Information/ Key contacts form will not be permitted to attend any off-site visits.

MORNING & AFTERSCHOOL PROVISION

Students who arrive at school early each morning are welcome to make use of the PLC from 8.10am onwards. During this time pupils can complete homework activities and have assistance in finding information and borrowing books.

Breakfast club is also available for some of our pupils. It is based in our River Cafe and is supervised by the Pastoral staff. All students are welcome.

AFTER SCHOOL CLUBS

After school provision is provided during term time. Activities range from the school orchestra, singing group and involvement in the school production, to chess club, a variety of sports clubs, dance, drama, archery, fencing, MasterChef and the debating society. Please see our school website for the current programme of activities.

Students can collect house points for participation in an extra-curricular activity to go towards their bronze tie.



Monitoring and Tracking Progress

Within the first few weeks at school, students will be put into groups according to ability in some subjects. Please do not be alarmed by which set your child is in. The same subject matter is taught albeit at a different pace to ensure knowledge is secure facilitating the best progress for each child.

Other subjects will teach in mixed ability sets.

Throughout the year, all children are monitored to check progress is being made in each subject area. The results of this are sent home to be shared with parents.

Effort is graded on a 1-4 scale. For students not meeting the required standard, an opportunity will be made available for parents to discuss matters further with subject teachers at Parents Consultation Evenings throughout the year.



INDIVIDUAL NEEDS

Learning Support Assistants work closely with many students throughout the school to encourage learning and help to develop key skills. Some students will have individual Learning Profiles that contain personalised strategies that teachers adopt to ensure the best progress. These are reviewed throughout the year by our SENCO.

Student Leadership Team

Students in the upper school are offered the opportunity to take on more responsibility by representing the school and supporting their peers.

There are a whole range of student positions of responsibility including:

- Head Boy/Girl, Deputy Head Boy/Girl for each house
- House Student Leadership:
 - Peer Mentors;
 - Charity Organisers;
 - Inter-House Events Organisers;
 - Community Leaders;
 - Homework Mentors;
 - Anti-Bullying Ambassadors.

At Dormston we have School Councils which are represented by students in all years. The School Council regularly looks at issues within the school such as school uniform, litter, the school environment, to name but a few and will meet with the Head Teacher termly to discuss these issues to enable the students within the school to have a voice.

We sincerely hope many of our students will take advantage of the opportunities available to them and take on a position of responsibility in the future.

Concerns and Support

Please do not sit at home worrying. Often a short phone call is all that is needed to alleviate any initial concerns or teething problems. The aim of this booklet has been to inform you of some of the systems used at Dormston.

Please feel free to contact the school at any point in the future to discuss concerns or anxieties. We endeavour to return phone calls as quickly as possible and would be happy to meet parents with prior notification. We do not advise that parents just turn up at school expecting to see a member of staff as they have teaching commitments. Thank you for your support with this.

INFORMATION

See <https://www.gov.uk/national-curriculum> for more information on the national curriculum.

Details of training days, consultation evenings, free school meal eligibility, safeguarding advice and all of the school's policies are readily available on the school website.