



Welcome Back

Welcome back to another year at Duncombe Primary School. We have had a really marvellous start for all our children and staff. The children have arrived beautifully turned out; they are a real credit to you all as their parents. Please remember to insist on black shoes when you purchase new footwear for your children. There is the likelihood of confusion with some footwear as to whether it is a shoe or a trainer. We will be focusing heavily on children wearing the correct uniform to school. Your child may be sent home from school if they are not wearing the appropriate uniform. We have attached a copy of our uniform list for you to refer to. Please also remember that only sensible haircuts are permitted at Duncombe. **NO** cut out designs, mohawks or coloured hair are allowed. Jewellery must not be worn to school, with the exception of small stud earrings.

International Evening

Yet again, we had a wonderful evening, probably our best ever for the food you brought and the number of performances. What a wonderful group of parents and staff we have at Duncombe! The way you supported our talented children was an example to all schools of what a fine school community can achieve. Many thanks to you all.

Black History Month

We are having a really interesting time during Black History Month. A newsletter about our month's activities has been emailed home separately. On our return from half term our topic week will have this theme.

Prompt Returns from Holiday

Many thanks to all who returned promptly from the Summer Holiday. It is so important that everyone is back on day one. Children who miss any of the first weeks find it so hard to fit into their new classes and catch up with all the new learning. **Some take**

several weeks to get back up to speed. This puts them in a difficult position and holds back the children who were back on day one. Please never miss the start of the school year even by a day. Five parents have received penalty notices for leaving school before the end of last term.

Close the Gate!

Please ensure you pull the gate closed when leaving the playground. New closers have been fitted but you must be sure the gate is closed before walking away.



Mobile Phones

Would all visitors to the school please refrain from using their mobile phone on any part of the school premises. Due to the actions of undesirable people in other parts of the country using their phones to photograph children **NO** non-school owned phones can be used in schools. If you must make a call, please go outside the school gate. Many thanks

PE Kits

We are reminding all parents that there is a compulsory PE kit at Duncombe School, a plain white T-shirt and navy blue shorts. These can be purchased from the uniform shop in a useful drawstring bag for £7.00. As they are identical, it is very important to write your child's name inside. Plain blue tracksuit bottoms or navy blue leggings may be worn. All children will do PE regardless, if they are well enough to come to school.

New Staff

We would like to take this opportunity to welcome our new members of staff; Carli James-Foster, Year 2 Partnership Teacher, Denise Fiawoo, Year 1 Teaching Assistant, Rita Begum and Taleya Hussain, both Reception Class Teaching Assistants, Christine Bowles, Lunchtime Medical Room Supervisor and Antonia Pain, Lunch Hall Supervisor. We also have three new Graduate Teaching Assistants in Years 6 and 4, Annabel Amo, Louise Mair and Georgia Markou. I am sure you will join me in welcoming them all to Duncombe Primary School.

Good Manners at Duncombe

Thank you so much to all of you who continue to support us in teaching and encouraging our children to

use good manners. Listening to our children using the word, "**Please**" when asking for assistance really does make us proud of them. It is also wonderful to hear children saying, "**Thank you**" whenever someone, old or young, has helped or shown them an act of kindness.

Here are some things everyone at Duncombe tries to do:

Greet politely upon

entering the classroom

Always return a greeting

and smile politely

Wait politely while others

are leaving; don't barge

through the door.

Don't interrupt; rather

listen carefully until

someone has finished

speaking.

Use a person's name when

speaking or answering their

question.

Start any request with

please and end it with a

polite thank you.

Please take time to remind

your child of these little,

but important things as

often as you can. Staff will

be on the lookout for

children with impeccable

manners and rewarding

them whenever these are

being used by your child.

Parents Coming to Assembly

We love parents coming to

watch their child's

assemblies. However, those

arriving once the assembly

has started cause us a great deal of disruption and excitement to our children on the stage. If you are able to come and watch your child perform, you need to be at the gate before 2:20pm. The gates are opened until 2:30pm and all parents are escorted to the hall. **I am very sorry but arrivals after 2:30pm regardless of the reason cannot be admitted.**

Reporting Absences

If your child is going to be absent from school, for any reason, please telephone the school office on **020 7272 5620 option 1** to report the absence. There is a facility for a message to be left on an answer phone if you are unable to speak directly to a member of the office staff. You can also email the school office on attendance@duncombepriary.co.uk to report an absence.

Children who are Unwell

If your child is unwell please do not send them into school, if they do come into school they will be expected to participate in all the curriculum activities that their class is taking that day i.e. PE, swimming etc. There have been occasions recently where children have come into school and their parents have said in front of the child, that their child is unwell and told the office to phone if they felt ill again. Needless to say all these children come to

complain about being ill, **it would be easier for all if you only send your child in to school if they are well and capable of partaking in the entire curriculum.** Never talk about possible illness in front of your child when talking to the staff in the office.

Doctor/Dentist Appointments

We are once again experiencing a high volume of appointments being taken during the school day. Please ensure that you make any appointments for your child to visit their Doctor/Dentist, Optician etc. after school or during school holidays, unless it is an absolute emergency. It is very disruptive for the child and the class when a child either arrives late for school or is collected early to attend an appointment. Remember if your child is registered in the morning they will not be marked absent as long as they return to school. Leaving for an afternoon appointment after registration at 1:30pm will also ensure they do not have any absence mark against them. Our attendance is higher than it has ever been before – over 96%. We aim to achieve 96.2% as a school target in July. Well done to all.

Cakes and sweets in school

Many of our children have allergies. When bringing any food into school for class parties or birthdays etc, please speak to the class teacher beforehand who can inform you if there are particular foods you must avoid. If you do like your child to bring in treats for their class on their birthday, we suggest bringing in small toy items like you might include in a party bag.

Halloween celebrations

Unfortunately we cannot run a Halloween disco this year. We need more parents to help out if we are to hold these events which the children. Please speak to Nasima or the school office if you can help with any school events. We will be having a Halloween dress up day on Tuesday October 31st for a donation of £1.00 per child, children can dress up in their Halloween costumes, prizes will be given for some of the best costumes.

Text Messaging Service

If you are not receiving texts from the school, can you please call into the school office as a matter of priority to update your child's contact details. We can only use one contact number for each family.

Start of the School Day

Please be aware that the school cannot be held responsible for children left in the playground before

the start of the school day. It is the parent responsibility to ensure that their children are supervised until the start of school. **No Infant child should ever be left in the playground unsupervised.** An adult will be in the junior playground from 8:50am, children arriving before this time should either be supervised by their parents or go to Breakfast Club. Breakfast Club starts at 7.30am and costs £2.00 per day, per child and is available for all Duncombe children.

Children Collected Late from School

The school day for our children finishes at 3:30pm which is when parents should be in the playground ready to collect their children. As has long been the tradition and rule at Duncombe, any child not collected by **3:45 pm at the latest will be issued with a £5.00 fine (per child).** This process is closely monitored and any parents who are found to be collecting their children late on a regular basis will be referred to the Education Welfare Department.

Parking near Duncombe

Please be aware of our neighbours' need to be able to exit Jutland Close or the driveways of their homes in Hatchard Road when parking. Please be considerate and do not block their driveways or

the entrance to Jutland Close.

Secondary School Applications

If your child was born between 1st September 2006 and 31st August 2007 and is currently in Year 6 at Duncombe School, they will be due to start secondary school in September 2018. You will need to apply for a place for your child by 31st October 2017. All applications have to be completed online. If you do not have access to the internet at home, free internet access can be found at any Islington Library. If you would like to use the school computers to apply for your child's place, we have organised a parent workshop on **Friday 14th October 2016 between 9:00am and 10:00am** in the Alan Turing Data Base at Duncombe School. Islington Admission staff will be on hand to assist you with the application

Reception Intake September 2018

If you have a child born between 1st September 2013 and 31st August 2014, then your child could start in our Reception class in September 2018. As with the secondary school application, all application for Reception places have to be completed online. Once again, if you would like to use the school

computers to apply, we have organised a parent workshop for **Friday 12th January 2018 between 9:00am and 10:00am** in the Alan Turing Data Base at Duncombe School.

Daily Home Reading

Please remember to mark your child's exciting new reading diary **every day**. We have very few children at Duncombe whose parents forget to read with their children and sign their diaries every day. Reading is the key to Literacy and success in life! Please insist your child reads before watching television or playing computer games in the evening. If you do ever forget, then please read with them in the morning **before** your child goes to school. When reading changes from a challenge to an enjoyable experience they have cracked it! Let's try & get all our children up to the enjoying reading experience.

Differentiated Family Math's Puzzles

Included are some math's puzzles for you to try with your children at home. Choose an appropriate level of challenge and give it a go as a family!

SWES (Sussex Way Extended School)

Please find attached our programme for SWES for the next half term. Please contact **Lance**, Maternity Cover SWES Manger for

information regarding matters our after school facilities on **07469 150907**.

Uniform Shop

Our next uniform shop will be held on Wednesday 1st November 2017 from 9:00 a.m. until 10:00 a.m. Please note, the school office is no longer permitted to take orders from parents unable to attend the shop, please arrange for friends or a family member to purchase the uniform on your behalf.

Governors Messages

Please look at the attachment from Our Governors outlining the main decisions made at the recent committee meetings **Children's Names in Uniform**
Please ensure that all items of your child's school uniform are clearly labelled with their name written in them. The school cannot be held responsible for items of school uniform that have been lost or taken. Any items of lost property are placed under the sheds in both the Infant and Junior playgrounds.

Change

The school office **does not** have the facility to give change out to parents for tuck shop or any other activities that may be taking place within the school. Please ensure you always have the correct money for any activities that you may have to pay for.

September/October 2017

Term Dates

Please find attached our term dates for this academic year. Please keep them in a safe place to enable you to refer to them during the school year.

Parents Evening

On Wednesday 1st November 2017, we will be holding our first Parents Evening of the new school year. The evening will run from 3:30 until 8:30 p.m. We hope that every child is represented by a parent or responsible adult. We can also see older siblings of 17 years or over if parents/carers are unavailable. All appointments will be limited strictly to ten minutes; please do not hold others up by staying over your time.

Christmas Break

Advanced notification that we break up for the Christmas holiday on **Wednesday 20th December 2017 at the earlier time of 1.30pm.** Children will return to school on **Thursday 4th January 2018** at the usual times of 8.55am for juniors and 9.00am for infants.

Half Term

We break up at the usual time of 3:30pm for our half term holiday on Friday 20th October 2017 and children return to school on **Monday 30th October 2017.**