



Together we Love, we Aim High and we Celebrate!

Key Information for Parents



Main Street
Chilthorne Domer
Yeovil
Somerset BA22 8RD
Headteacher: Mrs N Chesterton

TEL & FAX.: 01935 840407
E-MAIL: office@cdcs.uk

This information is for parents and will give details on the day to day running of our school.

The School Day

8.45am	Children can arrive from 8.45 am and go straight to class
9am	Registration
12.15pm – 1.15pm	Lunch
3.30pm	End of school



The school office is manned from 8.30am – 3.30pm.

Breakfast Club and Forest Club after school care



A breakfast club is available from 7.45am until the start of school. The supervisors are employed by the school and are also part of the teaching support team. After school we provide child care from 3.15 until 5.00pm, in a safe and familiar environment. There is a cost for both of these services.

School Uniform

Jumpers	Navy blue (with school logo)	Required	Available to purchase new from South West School Wear (online or in Yeovil Town or second-hand from school)
T-Shirts	Pale Blue cotton shirt with collar	Required	Generic item available from many retailers including supermarkets or second-hand from school
Trousers / skirts / shorts	Charcoal Grey	Required	
Summer dresses (Summer only)	Blue & white check	Optional	
Socks	Grey, black or white	Required	Generic item available from many retailers including supermarkets
Tights	Grey	Required	
Shoes	Black flat shoes	Required	

PE Uniform - to be worn to school on PE days instead of School Uniform

Polo shirt for PE	Navy	Required	Generic item available from many retailers including supermarkets
Shorts for PE (shadow stripe– not cycling shorts)	Navy	Required	
Black plimsolls or trainers - if trainers are not black, school shoes must be worn and changed for PE.	Black	Required	
Costume/trunks (not shorts) and towel	Any	Required Y2 onwards	

Book bags and water bottles are provided free of charge to all new reception children.

Open toed sandals and boots must not be worn in school.

Please ensure that all items are clearly marked with the child's name. This includes PE Kit, footwear and bags.

All children should come to school in their PE kit on designated PE days - you will be informed of these days at the start of each term. It is vital that the PE kit is as above and trainers are black, otherwise school shoes must be worn either side of the PE lesson.

NB: Please note that trainers are not considered appropriate or suitable school footwear apart from on PE days (black only) and to change in to at lunch time.

Children from Year 2 upwards will attend swimming lessons. Details will be provided well in advance of the swimming lessons.



Hair, jewellery and make-up

Please ensure that hair longer than shoulder length is tied up when at school. Please use small dark hair bands and bobbles. Large bows and decorated headbands are not permitted in school. Hair styles should be appropriate for school – no coloured hair or shaved patterns please.

Jewellery is not allowed for safety reasons; however, a child with pierced ears may wear one set of small studs which must be removed/covered during sports/PE.

Watches may be worn at the owner's risk and must not be a distraction in class. Smart watches are not permitted.

We do not consider the wearing of make-up or nail varnish to be appropriate for primary school children.

Lost Property

All clothing that is clearly named is returned to the child. If you are missing something, please speak to your child's class teacher.

Food and Drink

Mid-morning snacks



- **Key Stage 1** - A piece of fruit and vegetable is provided for your child's mid-morning snack. Please feel free to send additional fruit for snack if you wish. In addition, children under the age of 5 will receive a free carton of milk.

- **Key Stage 2** - Children may bring a piece of fruit or a cereal bar to eat during the morning playtime. As a school, we encourage healthy eating.

Drinks

Children need to drink plenty of water through the day. We encourage children to bring in a bottle of water, alongside a lunch time drink, to school each day. Water bottles are kept in class and topped up during the day.

Lunch time

All Key Stage 1 children are entitled to a free school meal each day and our hot school meals are provided by an external caterer. If your child has special dietary requirements, please let us know and we will provide you with an alternative menu.

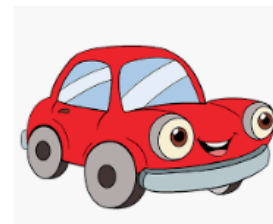
We also offer the option for Key Stage 2 to purchase a meal. Otherwise children will need to bring a packed lunch. Children are not permitted to have fizzy drinks, sweets or chocolate in school.

Access to the school

Children access Breakfast club via the Office/Reception front door between 7.45am and 8.30am. From 8.45 am the field gate is open. All gates are locked at 9.00am and access to the school is only through the front door by the front playground. The carpark and side gate re-open at 3.30 pm for collection.

Car parking

We are fortunate to be able to use the recreational car park as well as the village hall. Please park considerately, taking notice of the road markings and people's drive ways.



Arrival and collection from school

Classrooms are supervised from 8.45am where a morning task/activity will await the children. Registration closes at 9am.

At the end of the day, children will be released by their class staff from the door of their classroom.

There is a no smoking policy in school and on the school grounds.

No animals are permitted on site.

Late collection

It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late.

Chilthorne Domer Church School agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Social Care, and/or the Police, in order to maintain the child's safety.

If parents/carers have not collected their child/children fifteen minutes after the normal end of the school day, 3.30pm, and have not rung school to advise of their lateness the child will automatically be taken into the afterschool club and parents will be charged the full afternoon rate. If a parent rings to say they are going to be late, they will be given an extra ten minutes in which to collect their child. If a parent still hasn't collected after this time the child will be taken to afterschool club.

Children who haven't been collected within fifteen minutes of the end of an afterschool activity will also be taken to the afterschool club and again parents will be charged the full afternoon rate.

More details can be found in our [Children not collected protocol](#).

Visits and Events



Educational outings and visits enhance the school work in which your child is involved. They offer tremendous stimulation which supports the work carried out in the school.

Some school activities will only be possible if parents make a voluntary contribution and where this is the case, you will be informed at the outset.

We are well aware of the various financial restraints faced by parents today and you are always welcome to come and talk confidentially if you have a problem.

Our full [Charging Policy](#) is available on our school website or in hard copy from the school office.

Lunch, trips and swimming money

You will have a ParentMail account which will be used to invoice you for lunches, trips, swimming and clubs as appropriate. You can make payments online using this service. Please see the office for more details.

Communication

We publish monthly newsletters and weekly bulletins to keep parents/carers up to date with news and events. We also invite you to attend Parent's Evenings twice a year to meet with your child's teacher. You can also take a look at our website: www.chilthornedomerchurchschool.co.uk

or visit us on Facebook: <https://www.facebook.com/ChilthorneDomerChurchSchool/>. Parents are welcome to make an appointment to come into school at any time to discuss concerns they may have.



Mobile Telephones

Children are not permitted to bring mobile phones into school.

Behaviour

Our aim is for all our pupils in school to be happy and to have a caring attitude towards each other. In order to maintain this, we expect a high standard of behaviour, your support and involvement is essential. Children are expected to treat everyone with respect. This means listening carefully to others, treating adults with respect, being aware of what good manners are and trying to be helpful at all times.

All members of our community should take pride in themselves and their school. This means working hard, being ready to say well done or thank you to others, taking care of everyone and everything and feeling good about themselves and their school.

Children are expected to help to keep the school a safe and tidy place. All staff in school will set the example by making children feel welcome and treating the children in the same manner as we expect them to treat us and each other.

We would appreciate it if you could keep us up to date of any changes which may affect your child in school so that we can support them appropriately. Please read the schools [Relationships and Behaviour Policy](#) available on our website or available via the school office.

Attendance

It is vitally important that children attend school each day and on time, this is a legal requirement. Children are not permitted to take leave during term time for any reason other than genuine illness or in very exceptional circumstances. At Chilthorne Domer Church School we have very strict attendance protocols and procedures. Therefore, it is important that all parents read our current [attendance policy](#), which is published on our website or available via the school office.

Illness and First Aid

If your child is ill, please telephone or email the school office on the first day of absence before 9.15am.

You need to state your child's name, class and reason for the absence i.e. vomiting, cough etc., we cannot accept ill, poorly or unwell as a reason for absence.

If your child is not registered and no reason for absence is received by the school, you will be sent a text message or email requesting a reason for the absence. If a reason is not supplied the absence will be recorded as unauthorised.

The school is equipped to deal with minor injuries but we will make arrangements for your child to be taken home if she/he becomes too ill to stay. For this reason, it is important that we have sufficient and up-to-date emergency contact numbers for parents or carers.

In an emergency, every effort will be made to contact you. Failing this, we shall make arrangements to take your child to the hospital casualty department or call an ambulance.



Medicines in School - Short courses of treatment

For prescribed medication a course of three doses per day can easily be administered at home, at breakfast, directly after school and bedtime and should not be brought into school. However, if your child requires more than three doses please observe the following:

If at all possible, it is preferable for the parent to come into school at the required time to administer the medicine. If that is not practical then a form, available from the office, must be completed before medicines can be permitted in school.

Regular or long term medication

If your child is on long term or permanent medication, then parents or carers would need to meet with our SENDCo prior to the child's admittance to our school so that a 'care plan' can be designed for the child's particular needs.

School Governors

The Governing Board are responsible for setting and implementing the strategic direction of the school. The members of our Governing Board work very hard, each bringing unique skills and views to our regular meetings.

The constitution of our Governing Board is: 1 LA Governor, 3 Parent Governors, 4 Co-opted Governors, 1 Ex-Officio Governor, 1 Diocesan Board of Education Governor, 1 Staff Governor and the Headteacher. If you would like to make contact with the governors, please use the school address and mark the envelope for the attention of the Clerk to Governors. (A full summary of governor information is available on our [website](#)).

Making a Complaint

If you are anxious at any time about your child, then please speak to the class teacher. If it is inappropriate to speak to the class teacher or the problem is not resolved, please telephone the school office to make an appointment to meet with one of the Senior Leadership Team. We would hope that this would resolve most concerns. However, if you are still not satisfied please request a complaints form from the Clerk to Governors or access one via our [school website](#). Complaints should be addressed to the Chair of Governors, via the clerk, care of the school office.

Getting Involved

We are always pleased for parents to become actively involved in a variety of activities. For example: helping with visits, sharing books with children, cookery and art. The more helpers the greater the opportunities we can offer to the children. Any person working with children in our school must complete a DBS check. Please see the office for details.

PTFA



Our school benefits enormously from the Parents, Teachers and Friends Association. The PTFA are actively involved in all aspects of school life and do a magnificent job in raising funds for the benefit of our children. All parents are members and we are always looking for new committee members! Further details are available from the school office.

Important Contact Numbers and People

School Contact Information

School Office 01935 840407

School mailbox office@cdcs.uk

Please visit our school website www.chilthornedomerchurchool.co.uk where you will find further information on the contents of this leaflet. There is lots of other information about our school on our website including school policies and in particular our Data Protection and Handling Policies (also available from the school office).

