



# St Osmund's CE Middle School

**Headteacher**  
**Mrs S. Sawtell MA (Oxon) NPQH**

*Proudly part of*



## **TERM DATES 2020-2021**

### **Autumn Term**

**Inset Days** - School Closed to pupils

Tuesday 1st & Wednesday 2nd September 2020

Thursday 3rd September 2020 – Friday 18th December 2020 (Incl.)

**Inset Days** - School Closed to pupils

Monday 19<sup>th</sup>, Tuesday 20<sup>th</sup> and Wednesday 21<sup>st</sup> October 2020

**Two-Week Half Term** – Thursday 22nd October 2020 - Friday 30th October 2020 (Incl.)

**Christmas Holidays** – Monday 21st December 2020 to Friday 1st January 2021 (Incl.)

### **Spring Term**

Monday 4th January 2021 – Thursday 1st April 2021 (incl.)

**Inset Days** - School Closed to pupils

Friday 12<sup>th</sup> February 2021

Half Term – Monday 15th February 2021 – Friday 19th February 2021 (incl.)

**Easter Holidays** – Friday 2nd April 2021 – Friday 16th April 2021 (incl.)

### **Summer Term**

Monday 19th April 2021 – Friday 23rd July 2021 (incl.)

Bank Holiday – Monday 3rd May 2021

Half Term – Monday 31st May 2021 – Friday 4th June 2021 (incl.)

**Summer Holidays** - Monday 26th July 2021 – Tuesday 31st August 2021(incl.)

### **THE SCHOOL DAY**

<b>Registration</b>	<b>8.40am</b>
Lesson One	8.50am
Lesson Two	9.50am
<b>BREAK</b>	<b>10.50am</b>
Lesson Three	11.10am
Lesson Four	12.05pm
<b>LUNCH</b>	<b>1.00 pm</b>
Lesson 5	1.45pm
<b>Reading &amp; Reflection</b>	<b>2.40pm</b>
<b>End of School</b>	<b>3.15pm</b>

In order to learn to the best of their ability children need to be prepared and ready: we set our school bell at 8.40am so that they are in the classroom on time.

Please make sure your children **arrive at school by 8.30am** so that they are able to arrive in class on time and ready.

If it is necessary for pupils to leave school during the day e.g. Doctor's appointment, then **please make sure you sign your child out at the office when they are collected.**

Dear Parents and Carers,

I am pleased to welcome you to St Osmund's CE Middle School or 'Ossies' as we are affectionately called in our local community. As Headteacher I would like to share with you my vision for the future of the school.

In my experience, parents/carers and teachers want the same thing. We want our children to achieve their potential, we want them to work hard, we want them to be happy and we want them to become good citizens. It is my job to ensure that they are well taught and well behaved. We will strive to deliver strong academic and pastoral support.

My vision of Ossies is a school based on strong principles: a school delivering a broad, balanced curriculum that allows pupils to develop their skills, knowledge and passions; a school that equips pupils for the next stage of their educational journey; a school where all members of our community are valued; a school where passionate teachers provide engaging, interesting lessons to pupils they care about; a school where pupils are happy and eager to learn and contribute to our community; a school that is civilised and well-ordered and a school where parents/carers are valued partners in ensuring that all of our pupils achieve. Our core Christian values of nurture our school every day.

Yours sincerely,

*Saira Sawtell.*

Mrs S. Sawtell

Headteacher





***Contact us:***



**Barnes Way  
Dorchester  
Dorset  
DT1 2DZ**

**T: (01305) 262897**

**E: [office@stosmunds.dorset.sch.uk](mailto:office@stosmunds.dorset.sch.uk)**

**W: [www.stosmunds.dorset.sch.uk](http://www.stosmunds.dorset.sch.uk)**

### **Social Media**

**Please like our Facebook page and follow us on Twitter to keep up to date with school news. We also post informational films on YouTube. Images of pupils will not be used without parental permission.**

**St. Osmund's School**

**@stosmundsschool**

**@StosmundsS**



### CONTACTING SCHOOL

For general enquiries please contact the Main Office. For a specific question relating to your child please contact their Form Tutor in the first instance. If you consider the issue to be more serious your child's Year Leader is also available.

### SCHOOL ABSENCES

For illness or medical absences please contact the school each day that your child is absent to explain the reason. This can be done via email ([office@stosomunds.dorset.sch.uk](mailto:office@stosomunds.dorset.sch.uk)) or by leaving a telephone message in the school office. Please note we do not require a letter from a doctor explaining the reason for the absence.

### MEDICAL APPOINTMENTS

Please inform the office of any medical appointments your child may need to attend during the school day. A copy of the appointment card/letter **MUST** be given to the office. An adult must collect children from school to attend appointments.

### FIRST AID AND MEDICATION

Parents are asked to make the school aware of any medical condition affecting their children and this information is retained in each child's confidential file. When children are ill at school, the office staff will contact parents identified as the emergency number. Please make sure you notify the school office of any changes in your contact details. Minor accidents will be dealt with by our trained First Aiders at school but for all accidents of a more serious nature parents or guardians will be contacted and/or medical assistance sought.



If your child needs to bring medication of any kind to school, a consent form (available from the office) **MUST** be completed to enable staff to administer the medication. Medication should be named and left with the office staff and **should not be kept by the child**. An asthma inhaler (named) may be carried by the child. We recommend that asthma sufferers leave an extra inhaler in the office in case of an emergency. Children who have Epipens for allergies should follow the procedure as given by their health advisors.

### TRANSPORT

Please contact Dorset Transport (Tel: 01305 224537) with all queries regarding school buses.

Please call them with any changes of address, if your child no longer needs to use the school bus or if your child loses their bus pass.





## LUNCHES

Hot school meals are available, they are provided by Local Food Links. To use this service parents need to register with Local Food Links online ( [www.localfoodlinks.org.uk](http://www.localfoodlinks.org.uk) ). All meals are ordered and paid for online one week in advance. Students can also bring a packed lunch if they wish (see below).

There are two lunch sittings; the first at 1pm and the second at 1.20pm to allow everyone access to the dining halls. Your child will be informed as to which sitting they will be in and where to eat their lunch.

### PACKED LUNCHES

Parents/Carers of pupils who do not have hot school meals are expected to provide their children with packed lunches that are consistent with the nutritional standards based on the EatWell plate model and the School Food Trust guidelines. Parents are advised to bring packed lunches in insulated bags with freezer blocks where possible. The recommended contents of a healthy lunch box are:

- Fruit and Vegetables; at least two portions of fruit or vegetables every day (a portion is the amount your child can fit into the palm of their hand). This could be fresh, dried or tinned fruit
- Carbohydrate; a starchy food every day such as bread, pasta, rice, couscous, noodles, potatoes, chapatis/roti, plain crackers, breadsticks, rice cakes
- Protein; meat, egg or other source of non-dairy protein such as lentils, kidney beans, chickpeas, hummus, dhal, falafel
- Oily fish; tinned or fresh mackerel, sardines, salmon or tuna should be included at least once every three weeks
- Dairy; such as milk, cheese, yoghurt, fromage-frais, custard or calcium fortified soya products - reduced fat if possible
- Drinks; (with no added sugar) such as pure fruit juice, semi-skimmed/skimmed milk, milk-based or yoghurt-based drinks, fruit smoothies
- Dessert/pudding; such as a small cake, biscuit, cereal bar, fruit loaf/bun as part of a balanced meal. Please look carefully at packaging as many items that may look healthy can have high levels of sugar and fat. Look for those with 100 calories or less per portion and only include one-a-day for lunch.

**Packed Lunches should not include:** Sweets/ confectionery/chewing gum, fizzy or sugary drinks, energy drinks . Items containing nuts are not allowed in school. Although these are healthy, some children are allergic to nuts and they can cause a severe reaction even when in other pupils' lunches.



It is recognised that the concentration and behaviour of children improve when children drink water throughout the day. Dehydration can give children headaches and make them tired.

Therefore, we encourage children to bring in water bottles daily. This is in addition to their packed lunch drink.



## UNIFORM

School uniform develops a feeling of self-esteem among students and does much to eliminate feelings of inequality as well as projecting a positive image for the school. This school has a uniform policy and we ask for the co-operation of parents in ensuring that uniform is worn at all times. If for any reason, this is not possible, please leave a note in your child's Link Book.

Our school uniform is gender neutral. Formal grey or black skirt, trousers or shorts (no denim or corduroy), white shirt with school tie, navy school sweatshirt\* (no hoodies). Grey or black socks (not white), black/navy/grey/sheer tights (no leggings). Plain (low-heeled), unbranded, formal black leather/leather-looking shoes must be worn at all times including on the way to and from school. Black trainers and canvas shoes are not acceptable footwear. Items marked \* bear the school logo; these as well as school ties can be ordered directly from:

**Dorset Schoolwear, The Old Rock factory, Caroline Place, Weymouth, DT4 8NW**

**Tel: 01305 760804**

**<https://dorsetschoolwear.shop>**

The logo for Dorset Schoolwear, featuring the words "DORSET SCHOOL WEAR" in white capital letters on a blue rectangular background.

Orders can be delivered to the school, free of charge, within five working days during school term time. Orders made during holiday periods will be delivered within five working days of return to school. Their opening hours are Mon – Sat 9am – 5pm (except Fridays, closed from 2pm).

## PE & GAMES KIT

**Indoor kit:** navy blue round-necked t-shirt\*, plain navy blue shorts, leggings, tracksuit bottoms (navy blue/black) or 'skorts', white socks, trainers. Long hair must be tied up, all wristbands, watches (including sports watches) and jewellery must be removed. All earrings must be removed for PE and Games lessons. We strongly advise that if ears are to be pierced, this should happen at the start of the summer holiday so that the earrings can be removed for these lessons starting in September. If earrings cannot be removed then parents must provide plasters or medical tape for them to be covered. This is not the responsibility of the PE Department.

**Outdoor kit:** In addition to the above list, St. Osmund's rugby shirt\* (blue/gold), navy football socks. For contact and field sports (such as rugby, football and hockey) the wearing of sports mouth-guards, shin pads and studded boots is strongly recommended but not enforced. In cold weather a PE Department hooded sweatshirt\* may also be worn. We encourage pupils to layer up with either their St. Osmund's rugby shirt or hooded sweatshirt on top.

Please note, if your child leaves their PE kit at home the office cannot facilitate the contacting of parents.

**OTHER ITEMS:** Please provide your child with a suitable pen (not a ball point). A 'Berol' Handwriting Pen is acceptable. Your child will also need a pencil, a 30cm ruler, a calculator (Key Stage 3) if possible and a medium-sized school bag. A separate bag for PE and Games kit is a good idea, but should not be too large that it will not fit in school lockers.

**JEWELLERY:** Pupils are only allowed to wear one plain stud in each ear, 'sleepers' are not allowed. NO OTHER body or facial piercing is permitted. Bracelets and necklaces are not permitted. Excess items of jewellery will be confiscated, and parents may be asked to collect these items from the school office. **Make-up (including nail varnish) is NOT to be worn in school.**

**As we can never predict fashion trends, we do not attempt to pre-empt every possibility in our uniform policy. At St. Osmund's we expect pupils to wear sensible school-wear rather than the latest fashion items. This includes hair colour/ styles.**

## LOST PROPERTY

Lost property is located in the Sports Centre, which can be accessed by parents after 3.30pm each day. Parents must access the school via the Main Reception. **Please clearly label all uniform with your child's name.**

## NEW TO YOU SHOP

On the first Thursday of the month, Frossies holds a 'New to you' shop, in the Sports Centre at 3.30pm, selling second-hand uniform at bargain prices.

Parents must access the school via the Main Reception.

# **‘Frossies’**

## **(FRIENDS OF OSSIES)**

*Frossies* welcomes you and your children to the school. You may be new to the school or have older siblings in other years, but you all share one thing in common, a child who is beginning their St.Osmund’s journey in Year 5 this term. *Frossies* is here to support and enrich that journey by helping to organise events, both fund raising and social, for the pupils and their families.

### **Who can join Frossies?**

Parents from all years of the school, members of the teaching and administration staff.

### **What does Frossies do?**

The main focus of the PTA is to organise events and activities that will raise funds and be enjoyable for St.Osmund’s families for example The Christmas Fair, school discos, concerts, quiz nights and other one off events. It also serves as an avenue of communication between staff and parents.

### **What happens to the money raised by Frossies?**

The funds raised are used for the benefit of the school and the pupils. In the past money has been donated towards the cost of new pupil toilets, minibuses, library stock, IT hardware and music studio. At present we have committed funding towards picnic benches and extending the play trail for KS3 pupils.

### **When and where are Frossies meetings held?**

There are regular meetings held in the staff room after school. When an event needs to be organised a ‘sub-committee’ is formed with this group of people taking ownership of the event and having their own meetings at mutually convenient times.

### **It sounds time consuming and I am already so busy...**

Participating in *Frossies* does not need to be a huge time commitment. You can attend every meeting and help at every event, or just donate your time and skill sets in the way that best fits in with your existing commitments. For example we regularly appeal for parental help on the day of the Christmas Fair and school discos to man stalls and serve refreshments.

Please get details from facebook <https://www.facebook.com/groups/189495261938853/> and email [ptastosmunds@gmail.com](mailto:ptastosmunds@gmail.com) regarding the latest PTA information.



## **PUPIL PREMIUM & FREE SCHOOL MEALS**

Free School Meals and Pupil Premium is additional funding given to publicly funded schools to raise attainment and help the individual child by providing specific support. Parents of children who might be entitled are strongly encouraged to apply for Free School Meals/Pupil Premium funding because it enables schools to access additional funding which is used to provide support to improve access to learning. It is up to the school how the money is spent, but Ofsted check that we use it to help raise attainment of pupils from lower-income families. This provides a considerable amount of additional funding to St Osmund's school and can be used to really help children to achieve their potential as they move through their schooling.

### **Which pupils qualify for funding?**

To be eligible you must be in receipt of one of the following benefits: Universal Credit with an annual net earned income of no more than £7,400, Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance, Support under Part 6 of the Immigration and Asylum Act 1999, the guarantee element of Pension Credit, Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit), Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

### **Benefits of applying for free school meals**

Registering does not mean that your child has to take up the free school meals if they don't want to. Additional benefits available for children in receipt of free school meals include funding for: any curricular day trip, DT/ART contributions, ingredients for food technology, SATs revision books, calculators and £50 (Years 5 and 7) or £30 (Years 6 and 8) towards logo embossed school uniform.

From September 2020 any pupil in receipt of free school meals will also be eligible for financial support of up to **£200** during Years 5 & 6 and up to **£400** during Years 7 & 8 to subsidise any residential trip or activities week costs. It can be used as a lump sum or smaller amounts per trip. This can be used at your discretion, please contact the school office for more details.

### **Pupil Premium Subsidies**

If you are eligible for Pupil Premium funding, but not Free School Meals, you will be eligible for funding towards curricular day trips, DT/Art contributions, ingredients for food technology, SATs revision books and calculators in Year 7/8. Please contact the school office for further information.

### **How do I apply?**

Please go to <https://www.gov.uk/apply-free-school-meals> to apply.

If you have any questions regarding Free school Meals or Pupil Premium you can contact Mrs Staddon ( [Istaddon@stosmunds.dorset.sch.uk](mailto:Istaddon@stosmunds.dorset.sch.uk) ) or Miss Hancock ( [hhancock@stosumds.dorset.sch.uk](mailto:hhancock@stosumds.dorset.sch.uk) ).

## **CHARGING POLICY**

The School Charging Policy is in accordance with the Department of Education and Science Circular No 2/89. A copy of which is available from the school. Further the Governors follow the LA policy on charging and remissions as follows:

The Governors can only ask for voluntary contributions to cover the cost of activities taking place within school hours, such as school visits. However, if contributions do not meet the cost, the whole activity may be cancelled.

If any parent prefers a child not to go on any trip, we will respect those wishes. Likewise, we reserve the right to exclude any child from the trip if there is concern about their behaviour or safety.

The school may also charge for:

All optional extras taking place wholly or mainly outside school hours.

The cost of materials or ingredients made and kept from Design/Technology lessons.

The cost of damage to school property, where this is a result of a pupil's negligence or misbehaviour.

All instrumental music lessons except in cases which would result in financial hardship.

## **PARENT VOLUNTEER PROGRAMME**

We would very much like to launch a Parent Volunteer program. We have a large number of roles available to volunteers, ranging from decorators and handymen to helpers in our library.

Our Volunteer Co-ordinator (who is a parent), Mrs Smyth, is looking for a nominated parent from each tutor group to liase with. If you are interested in being involved in our parent volunteer program, please email the school office at: [stosmundsvolunteers@gmail.com](mailto:stosmundsvolunteers@gmail.com)

## EXTRA CURRICULAR SCHOOL CLUBS

St Osmund's School offer a variety of extra curricular clubs. Ranging from sports to music and cookery to computing. To sign up to a club your child needs to speak to the teacher in charge (your child will be given a list). Sports clubs differ term to term and a weekly list is displayed in each classroom, on our website and on our Facebook page. After school clubs are 3:30—4:30pm unless stated otherwise.

Once a child has signed up to a club, we would like them to attend regularly. If during the school day, a pupil decides that they would like to attend/or cancel a club, the office will not be able to facilitate contacting parents and the pupil will be told to stick to the arrangements that they have made with you.



MANOR MINORS



AND OSSIE'S ALLSTARS



OUT OF SCHOOL CLUBS

Ossie's Allstars provide child care before school, after school and during school holidays and are based in hut 17 at St. Osmund's.

Please call 01305 268741 or

email [mmoa@manorpark.dorset.sch.uk](mailto:mmoa@manorpark.dorset.sch.uk) for more information or to book.

## SUSTRANS BIKE IT PLUS @ ST. OSMUND'S

### **Bike security**

Sustrans and Dorset Council recently provided funding for the cycle shelters at St Osmund's CE School, and we want to make sure everyone is using them properly:

- The school's bike shelters are for use during the school day only. Nothing should be left in them overnight or at the weekends.
- Bikes and scooters should be securely locked up to the racks inside the shelters. The shelters are **NOT** locked during the school day.
- The school is not responsible for any damage or loss resulting from the use of the bike shelters.

### **Cycle helmets**

Sustrans and St Osmund's School would particularly recommend cycle helmets for children.

- It is essential that a cycle helmet is in good condition and fits correctly.
- Make sure your child's forehead is not exposed.
- Make sure the helmet fits securely and does not wobble.
- Make sure the chinstrap is snug but not restrictive.
- Once a cycle helmet takes an impact, it should be put in the bin and a new one should be bought.

Ultimately, cycling and scooting is an excellent way for children to travel to school, as it is good for their health, good for the environment, and it helps to develop independence and road safety skills. When more people walk, cycle and scoot to school, this reduces the number of cars in the area which helps to make the neighbourhood a quieter, safer and less congested place.

Thank you,

**Jonathan Dixon**

Sustrans Bike It Officer for Dorset



**sustrans**  
JOIN THE MOVEMENT





**#WeAreOssies**