



**St Osmund's**  
**CE Middle School**  
Hope · Community · Respect · Love



**Headteacher**

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

**“So speak encouraging words to one another. Build up hope so you’ll all be together in this, no one left out, no one left behind.”**

**1 Thessalonians 5:11 (msg)**



**Hope   Community   Respect   Love**

# 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



## COMMUNICATION WITH TEACHERS

During the normal school day we welcome all communication about your child and their needs. In the first instance please contact your child's tutor who is best placed to understand the holistic picture around your child. You can find email addresses for staff on our school website under 'About Us' and then 'School Staff'. Should there be something of a more serious nature, please contact the Year Leader. If you have a concern that is of a very serious nature, please contact Mr Biddle on [gbiddle@stosmunds.dorset.sch.uk](mailto:gbiddle@stosmunds.dorset.sch.uk) For general enquiries please contact the Main Office.

## 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)), by leaving a telephone message or by speaking to someone in the school office. If your child experiences illness such as vomiting they are not required to wait 48 hours after the last bout of sickness before returning to school. Please note we do not require a letter from a doctor explaining the reason for the absence.

## MEDICAL APPOINTMENTS

Please inform the office, in advance, 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 your child from school to attend appointments.

## OUR SCHOOL

Opening in 1979 with 250 pupils, the school has expanded tremendously in the past 42 years. The main building is a single storied building in well-established grounds and boasts up-to-date specialist facilities for science, music, drama, art, design technology, ICT and, since 2002, St Osmund's Community Sports Centre. In November 2017 a new 'Barnes Building' was built to hold the increase in school roll from 600 to 720 and now hosts our hot lunches as well as other teaching spaces.



## MESSAGE FROM MRS SAWTELL

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 hope, community, respect and love nurture our school every day.

Yours sincerely,



Mrs S. Sawtell

Headteacher



## THE SCHOOL DAY

Staff Duty 08:25 – 08:35	Year 5	Year 6	Year 7	Year 8	Staff Duty 08:25 – 08:35
Doors open	08:30 – 08:40	08:30 – 08:40	08:30 – 08:40	08:30 – 08:40	Doors open
AM Registration	08:40 – 08:50	08:40 – 08:50	08:40 – 08:50	08:40 – 08:50	AM Registration
P1	08:50 – 09:50	08:50 – 09:50	08:50 – 09:50	08:50 – 09:50	P1
P2	09:50 – 10:50	09:50 – 10:50	09:50 – 10:50	09:50 – 10:50	P2
Whole school morning break 10:50 – 11:10					
P3	11:10 – 12:10	11:10 – 12:10	11:10 – 12:10	11:10 – 12:10	P3
P4	EARLY LUNCH 12:10 – 13:00 (1 <sup>st</sup> sitting until 12:35)	EARLY LUNCH 12:10 – 13:00 (2 <sup>nd</sup> sitting from 12:35)	12:10 – 13:00	12:10 – 13:00	P4
	13:00 – 13:50	13:00 – 13:50	LATE LUNCH 13:00 – 13:50 (1 <sup>st</sup> sitting until 13:25)	LATE LUNCH 13:00 – 13:50 (2 <sup>nd</sup> sitting from 13:25)	
P5	13:50 – 14:45	13:50 – 14:45	13:50 – 14:45	13:50 – 14:45	P5
R & R	14:45 – 15:15	14:45 – 15:15	14:45 – 15:15	14:45 – 15:15	R & R
Staff Duty 15:15 – 15:30					

# TERM DATES 2022—2023

## AUTUMN TERM

Monday 5th September 2022 – Friday 16th December 2022 (incl.)

Monday 5th September 2022 **Year 5 ONLY**

Tuesday 6th September 2022, all years back

**Half Term** – Friday 21st October 2022 – Monday 31st October 2022 (Incl.)

(Friday 21st & Monday 31st October 2022—INSET days)

**Christmas Holidays** – Monday 19th December 2022 to Monday 2nd January 2023 (Incl.)

## SPRING TERM

Tuesday 3rd January 2023 – Friday 31st March 2023 (incl.)

**Half Term** – Friday 10th February 2023 – Friday 17th February 2023 (incl.)

(Friday 10th February 2023—INSET day)

**Easter Holidays** – Monday 3rd April 2023 – Friday 14th April 2023 (incl.)

## SUMMER TERM

Monday 17th April 2023 – Friday 21st July 2023 (incl.)

**Bank Holiday** – Monday 1st May 2023

**Half Term** – Monday 29th May 2023 – Friday 2nd June 2023 (incl.)

**Summer Holidays** – Monday 24th July 2023 – September return date TBC



## COMMUNICATION HOME

An essential part of our work together involves forming a strong partnership between students, home and school so that we can best support your child. A key aspect of this partnership is regular communication. We are using SIMS Parent, which is an online system, accessed either as a website via a link on the school website or a free downloaded app, as our method of communicating key information to you.



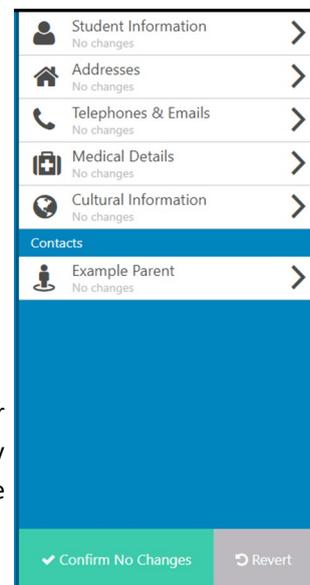
SIMS Parent is used to share with you the following information regarding your child:

- Daily attendance
- Daily behaviour and reward summary
- School report (end of term)
- Assessment scores (every half term)
- Homework set
- Timetable
- Activities attendance (after school clubs)
- Messages
- School calendar

The data collection sheet allows you to update the school with any change in details for your child and their contacts. For example, if you change address, you can complete the form to notify the school. Please review the information, each year, within the data collection sheet to ensure that our records are up to date.

### HOW TO SET UP SIMS PARENT

You will receive an invite email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) which contains an invitation link and a unique invitation code. This is a series of numbers and letters which have been attached to your account in order to allow you to activate your account. To register for SIMS Parent you will need one of the following accounts: Microsoft, Office 365, Google, Facebook or Twitter. You will then be able to log in to SIMS Parent via the website and/or app, in future, using the Third Party account details you have entered. Go to your app store and search SIMS Parent to download the app. We strongly recommend that you do this as you will receive daily notifications about your child. You can view a detailed SIMS Parent guide on our website. If you have any problems logging in please email the school office.



**SIMS** helping schools inspire

The new **SIMS Parent APP** enables you to access real time information:

- Achievement
- Homework
- Attendance
- Update Data Information
- Access School Diary

### EMAILS

Other correspondence, such as letters and our weekly newsletter are sent via email so please make sure that we have the correct email address for you on our system. Emails are sent from [8384006@simscommunications.co.uk](mailto:8384006@simscommunications.co.uk) but please do not reply to these emails as the mailbox is not monitored. If you have any queries please email [office@stosmunds.dorset.sch.uk](mailto:office@stosmunds.dorset.sch.uk)

## SIMS PAY

To make any payments to school (for trips, replacement locker keys, calculators, revision guides etc.) you will need to register for SIMS Pay—our new secure, online payment system. This is separate to the SIMS Parent app. You will receive an email from SIMS Pay containing a unique invitation code. Simply go to <https://www.sims-pay.co.uk/> to log in or register. **We can no longer take cash or cheques at the school office.**



## 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 or use the SIMS app to change 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/carers 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 or school website) **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 request 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.

## SCHOOL 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 has lost their bus pass.

## DASP MUSIC LESSONS

Please could you make sure that your child knows the time that their DASP music lessons takes place. It would be helpful if you could write it in their link book so that they have a reminder. They then need to take themselves to their music lesson at the correct time. Students must take ownership of this as DASP music teachers will not go and find them if they do not turn up and their lesson will be missed.



## LUNCHES



Hot school meals are provided by Local Food Links. To use this service, you need to register with Local Food Links online at [www.localfoodlinks.org.uk](http://www.localfoodlinks.org.uk) and enter your unique code which we will send to you. All meals are ordered and paid for online one week in advance. Every half term a new menu is available so it is advisable to book all your choices when the new menu arrives. If your child has any special dietary requirements or allergies you must complete a form (which can be found on our website) and send to Local Food Links. The system is easy to use but if you have any further problems you can talk to the Local Food Links team on 01308 420269.



### PACKED LUNCHES

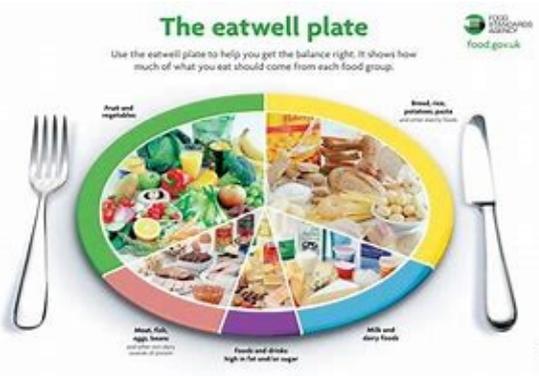
Parents/Carers of pupils who do not have hot school meals are expected to provide their children with packed lunches that are consistent with the nutritional standards based on the EatWell plate model and the School Food Trust guidelines. Parents are advised to bring packed lunches in insulated bags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

**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.

### WATER BOTTLES

It is recognised that the concentration and behaviour of children improves when they drink water throughout the day. Dehydration can give children headaches and make them tired. Therefore, children must bring in water bottles daily.

This is in addition to their packed lunch drink.



## SCHOOL LOCKERS

Students can access their lockers at the beginning of the day, at break times and at the end of the day.

If students are prepared to bring something valuable to school they must be prepared to carry the risk of something happening to it. If it's truly valuable then please leave it at home.

If students do bring something valuable to school (i.e. mobile phone) then they must store it in their locker. We do not allow mobile phones in bags around the school; this significantly increases the potential for problems in lessons and at break times. Students must respect their locker and the possessions of others - **students must not interfere with anyone else's locker**. We will remind students of this in school but please support us by also talking to your child about this at home.

If you require a replacement locker key you can purchase one via SIMS Pay for £3.00.



# 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. 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

Click here to take you to the website <https://dorsetschoolwear.shop/>



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).

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). From September 2020 we introduced a new v-neck school sweater which must be worn by Year 5 students. 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.

## PE & GAMES KIT

**Students must wear their PE kits to school on the days that they have PE lessons; this maximises their time in lessons. You can find your child's timetable in their link book or on the SIMS Parent app.**

**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) and 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.



**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.

**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. **Please clearly label all uniform with your child's FULL name (not just initials).** Once per half term, the lost property is sorted by parent volunteers and named items are returned to the students.

## FROSSIES (FRIENDS OF OSSIE'S)

*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 *Frossies* 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 a library refurbishment, IT hardware and improving outside areas. At the moment we have committed funds to the improvement of the Humanity Garden.

### 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 run stalls and serve refreshments.

Please see our school website for details of how to contact *Frossies*.



## NEW TO YOU SHOP

From September, you will be able to find second-hand uniform items on the online shop via Pay360. If you have any uniform at home, that your child has grown out of, then we always welcome donations to the school office. We can then also provide free uniform to families who are experiencing difficulties obtaining items and raise funds for *FROSSIES* through our uniform sales. Thank you.

## EXTRA CURRICULAR SCHOOL CLUBS

St Osmund's School offers a variety of extra curricular clubs. Ranging from sports to music and cookery to computing. To sign up to a club your child just needs to attend on the day. Sports clubs differ term to term and a weekly list is displayed in each classroom, on our website and on our weekly newsletter. 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.



## OSSIE'S OUT OF HOURS CLUB



Do you know about our Ossi's Out of Hours club? We run a breakfast and afterschool club, in the Barnes building, for working parents. It runs from 8am—8.30am for breakfast and then from the end of school until 5.30pm, during term time only. The costs are £5 for a morning session and £10 for an afternoon session, with a 50% discount for siblings. We can also accept childcare vouchers as payment. The club is run by existing Ossi's staff and children receive a drink and a snack. If you would like to book your child into any sessions please email Mrs Ayres at [outofhours@stosmunds.dorset.sch.uk](mailto:outofhours@stosmunds.dorset.sch.uk)

## OSSIE'S DINNER DOLLARS

In order to recognise the many nice, kind and wonderful students that help make lunch times at St. Osmund's a nice occasion, we have introduced our 'Ossi Dinner Dollars'. These are given out by our Midday Supervisors when they see 'ready, respectful, safe' behaviour from our students.



If a student receives an Ossi Dinner Dollar they write their name and tutor group initials on it and their dollar is placed in a box for their year group. During Friday lunch time a draw is made and 3 lucky students (that have their slip pulled out) are able to choose a small prize. The box is then emptied and ready for the next week to begin. Students enjoy receiving their Ossi Dinner Dollar and have a little glow if their name is pulled out of the box on a Friday.

## HOT CHOCOLATE FRIDAY

Each week, teachers nominate students who have gone above and beyond; it might be working really hard on a particular subject or piece of work, being a good friend or by modelling the Ossi's values. Students receive a hot chocolate and biscuits with Mrs Sawtell on a Friday morning along with a certificate to keep. Photos are posted on our Facebook page.



## FREE SCHOOL MEALS & PUPIL PREMIUM

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 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: £50 towards school shoes, £50 (Years 5 and 7) or £30 (Years 6 and 8) voucher for Dorset Schoolwear, free curricular day trips, DT/ART contributions, ingredients for food technology, SATs revision books, a calculator, stationery and more.

From September 2022 any pupil in receipt of free school meals will also be eligible for financial support for the **total cost** of one residential trip in Key Stage 2 and one trip in Key Stage 3. This can be used at your discretion, please contact the school office for more details.

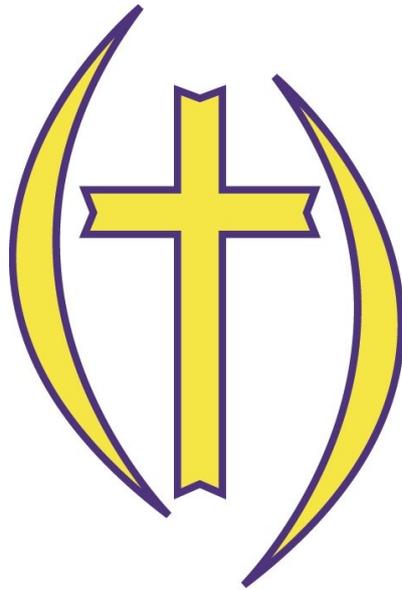
### How do I apply?

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

Children in care and adopted children also receive the same level of support irrespective of family income.

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





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