



Dunannie Parents' Handbook

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Dunannie Parents' Handbook

Welcome to Dunannie

This handbook is mainly intended for newcomers to the Dunannie community, but we hope those who are already members will find it of interest.

Several of our parents were themselves pupils, and we sometimes assume that all are familiar with the influences and people who have created the school and its philosophy.

This booklet is designed to fill some of the gaps; it has a little history and it explains our relationship with Dunhurst and Bedales. It tells you about the staff and the curriculum they teach and, most importantly, it outlines our philosophy of partnership with parents.

We have tried to be brief, but we have to include lots of everyday things such as car parking, absence notes and name tapes which, experience suggests, are a necessary lubricant for the smooth running of the school.

We hope you will find this booklet a useful point of reference, however, there is much more that could be said and your questions are always welcome. Dunannie has an 'Open Door' policy and it is the regular communication between home and school that ensures we do our best for all the children in our care.

Jo Webber
Head of Dunannie



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School Aims

The Aims of the School

Inspired by the founder of Bedales School John H. Badley these are the aims for all children aged 3 – 18 years.

Head

To develop inquisitive thinkers with a love of learning who cherish independence.

Hand

To enable students' talents to develop through doing and making.

Heart

To foster individuality and encourage initiative, creativity and the appreciation of the beautiful.

Work of Each for Weal of All

To enable students and staff to take pride in the community's distinctiveness, to feel valued and nourished by the community.

The World Beyond Dunannie

To foster interest beyond the school engaging with the local community and developing an international awareness.

'Work of Each for Weal of All'



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History

Dunannie started in October 1953 in part of a handsome Queen Anne/Georgian building (now demolished) across the Alton Road from Dunhurst. Its first Head was Miss Sophy Tatchell, still an occasional visitor to the school and its 16 pupils ranged from 3½ to 7½ years. It was famously described as “An outpost of heaven down the road”.

As the school outgrew its original home, it moved firstly to Dunhurst and then in 1983 to the present building where children enjoy the excellent modern facilities you can see today.

Sophy Tatchell was a Froebelian and the philosophy of family atmosphere, where individual talent and imagination is given the freedom to develop, has survived the school's first fifty years and we aim wholeheartedly to continue this ethos.

New Buildings:

Sophy Tatchell Library - 1990

Extended classrooms - 1996

Extended Library and new offices – 2001

Bedales Sports Hall &

Swimming Pool Modernisation – 2002

Junior Schools' Dining Room completely redesigned - 2003

ICT Suite – 2004

Nursery - 2006

Further Reading:

“Bedales School - the First Hundred Years”

by Roy Wake and Pennie Denton.

“Boys and Girls” The first 100 years of
co-education at Bedales by Avril Hardie.



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The Staff – Their Roles in Dunannie

One of the school's most important resources is the staff. Dunannie is fortunate to have high-caliber staff who are exceptionally dedicated. Each class has a teacher and a teaching assistant.

Joanna Webbern – Head of Dunannie

Julia Brown – Senior Teacher and Reception Class Teacher

Julia is the Early Years Foundation Stage Co-ordinator (Reception and Nursery), she also co-ordinates History and Geography throughout the school, member of the Dunannie Senior Management Team

Debbie Adamson-Brattland – Music Teacher (Spring and Summer Term 2011)

Ros Boulton – Year 3 Teaching Assistant

Dorota Butler – Year 1 Teaching Assistant

Christina Canter – Learning Support Teacher, Able Children (Gifted and Talented) and Inclusion Co-ordinator

Catherine Claasen – Year 3 Class Teacher

Catherine is PSHE and RE Co-ordinator

Ken Cope – *Dunhurst*

Teaches Pottery to Year 3 and Pottery Club

Nicola Curry – Part-time Reception Teacher

Donna Cooper – Part-time Nursery Teacher

Amanda de Courcy – Year 1 Teacher

Amanda is the Science Co-ordinator

Anne Glenn – Supply Teacher & Year 1 Reading Support



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Kessie Hourahine – Part-time Year 1 Teaching Assistant

Kessie teaches Mandarin Chinese at Bedales and Dunhurst

Belinda Johnson – Nursery Teaching Assistant

Georgina Knowles – Reception Teaching Assistant

Georgina is also a Swallow Club Leader

Bridget MacMillan – Part-time Nursery and Year 1 Class Teacher and Out Door Work Teacher

Bridget is responsible for the Outdoor Environment and Construction

Bryony May – Reception Teaching Assistant

Bryony is also a Swallow Club Leader

Kathy Misson – *Director of Music – Dunhurst and Dunannie*

Helen Pine – Dance / Drama Teacher

Sharon Rose – Nursery Teacher

Harriet Rowntree – Nursery Teaching Assistant

David Stunt –Year 2/3 Teacher

David is the Maths and ICT Curriculum Co-ordinator, KS1 and 2 Curriculum Co-ordinator and Assessment Co-ordinator

Joanne Swallow – Year 2 Teaching Assistant

Jacqui Uttley – Year 2 Teacher

Jacqui is the Art and Design Co-ordinator

Fiona Willans – PE, Games and Swimming Teacher



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Administration Staff

Marian Baldwin is the School Secretary

Nicky Howard is the Assistant School Secretary

Frances Harris is the Junior Heads' Secretary

Jo Kingsley-Pallant is the Librarian



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The Board of Governors

If you wish to contact the Governors please could you do this via the Clerk to the Governors at Bedales School either in writing or telephone 01730 300100.

Name	Retires	Committee
ALEXANDER Daniel	2014	
BAYLISS, Franciska	2014	Education (Chair)
ELLIS Brian Dr	2010	
FORD, Seona M	2013	Education SGLC
JOHNSON, Professor Brian	2015	
HANDS, Timothy	2018	
HARDIE, Ms Avril	2018	
PARKER, Tim	2015	
REDPATH Alan (Chairman)	2012	F&GP, Remuneration, External Relations, Bedales Association, BPA
RICE, Matthew	2016	
VETCH, Nicholas	2013	F&GP (Chairman), Remuneration, External Relations
JOHNSON, Michelle	2018	



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Term Dates 2010 – 2012

From September 2010 the term dates will be the same for the three schools.

AUTUMN TERM 2010 Monday 6th September – Friday 10th December

Half Term: Monday 25th October – Friday 29th October

SPRING TERM 2011 Monday 10th January – Friday 1st April

Half Term: Monday 21st February – Friday 25th February

SUMMER TERM 2011 Tuesday 26th April – Friday 8th July

Half Term: Monday 30th May – Friday 3rd June

May Bank Holiday: Monday 2nd May

AUTUMN TERM 2011 Monday 5th September – Friday 9th December

Half Term: Monday 24th October – Friday 28th October

SPRING TERM 2012 Monday 9th January – Friday 30th March

Half Term: Monday 13th February – Friday 17th February

SUMMER TERM 2012 Monday 23rd April – Friday 6th July

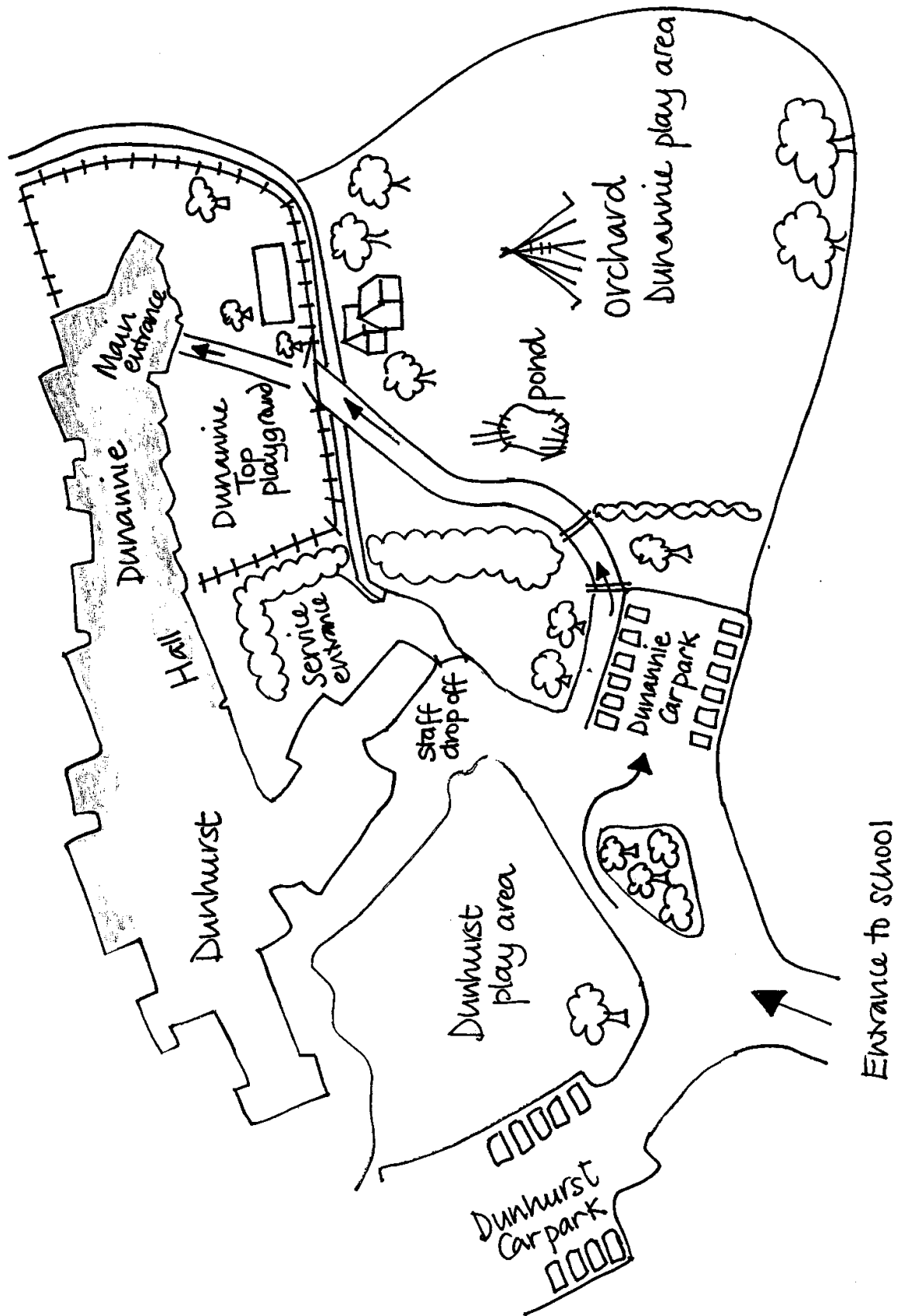
Half Term: Monday 4th June – Friday 8th June

May Bank Holiday: Monday 3rd May



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Site Map of Dunannie





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Bedales Site Map

- 13
- 6
- 1
- 16
- 22
- 9
- 8
- 22
- 11
- 25
- 18
- 19
- 23
- 22
- 3
- 17
- 10
- 2
- 5
- 7
- 20
- 16
- 21
- 1
- 24
- 15
- 12
- 4
- 14
- 11

- 6ii Flat
- Academic village
- Administration
- Admissions
- Art
- Boys' Flat
- Catering deliveries
- Design
- Dining Hall
- Drama
- Dunannie
- Dunhurst
- Estate Yard
- Gallery
- Geography
- Gym
- Health Centre
- IT
- Library
- Lupton Hall
- Music School
- OB office
- Oliver Theatre
- Orchard Building
- Outdoor Work
- Science
- Sports Centre
- Steephurst (girls' boarding)
- Swimming Pool
- The Quad

Dunhurst & Dunannie
Entrance from Alton Road



Reception

Bedales
Entrance from Church Road



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The School Day

8.15 Early drop off in the Library for all children, including Nursery

8.30 - 8.45 Arrive at school.

Year 3 start their lessons at 8.30am Monday – Thursday. Friday 8.45am.

Nursery:

Mornings – 8.30am – 12noon; Afternoons 1.00 – 3.30pm; All Day 8.30am – 3.30pm

Lunch is available with collection at 1pm.

Reception Class finish at 12.00 noon on Wednesdays in the Autumn and Spring Terms and the children stay five whole days in the Summer Term.

Reception to Year 3:

08.45 First Morning Session (8.30am for Year 3 Monday – Thursday)

10.00 Outdoor play (Nursery and Reception)

10.30 Snack

10.35 Outdoor play (Years 1, 2 and 3)

11.00 Second Morning Session

12.00 noon Lunch

12.30 Quiet reading in the classroom (in Library once a week)

1.00 Orchard Play Time (Wednesdays 12.30pm)

1.30 Afternoon Session

3.30 School day ends

3.30 – 4.30 After school Activities and Swallow Club

4.30 – 5.25 Late Swallow Club

Arrival at the beginning of the day

Parents can park in the car park to the right of the drive. The school asks parents to consider car-sharing arrangements with other local families. For safety reasons we would be grateful if you would park in the school car park and use the paths to walk through the car park. Please supervise children carefully in the car park and use the Orchard path, rather than the tarmac drive which is used by delivery trucks. Children attending Dunhurst should be dropped off at the main steps in the Dunhurst car park. Please take extreme care when travelling from the Dunhurst car park to Dunannie.

On the first day of term in order to avoid the car park congestion, there is a staggered start, please therefore bring Dunannie children into school from 8.30am – 9am.



Dunannie Parents' Handbook

The School Day (contd.)

Parents are asked not to leave children in the classroom at Dunannie before 8.30am as staff are preparing their classrooms and cannot be responsible for children before this time. If you wish to drop off your child at 8.15am there will be a member of staff on duty in the library to look after your child. Please make yourself known to them and sign your child in on the 'sign in sheet'.

School starts at 8.45am (8.30am Year 3). You are welcome to come to the classrooms to settle your child and to leave when a bell rings to signify the start of the morning session. Nursery parents may like to stay longer to settle their children.

Leaving at the end of the day

At the end of the day please collect your child from the Library. Each child shakes hands with their teacher and says goodbye when their parents arrive. If your child is collected by someone unknown to the school, please let us have this information in writing and, if possible, introduce the person concerned to the Class Teacher. There is a yellow list in every classroom each morning to write the name of the person collecting your child if it is someone other than the child's parents or regular nanny.

The morning Nursery are collected from The Library at 12 noon or if they stay to lunch, 1pm from the Barn.

It is the responsibility of the parent/guardian to supervise their child on the orchard playground equipment at the beginning and end of the school day. For safety reasons we do insist that children should only go on the equipment in rubber-soled footwear – no sandals or flip-flops. The top playground and equipment is reserved for Activities or Swallow Club and you are asked to leave this area by 3.45pm.

The safety of your child is of utmost importance to us; please supervise your child carefully when arriving and departing from the car park or in the playground before and after school.



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Assembly

There are three School Assemblies a week. These may be taken by a member of staff or a visiting speaker or by the children, usually in the form of a Class Assembly. Parents are invited to at least two class assemblies during the year.

After School Activities

After School Activities are offered after school for Year 2 and 3 children, these may include: Art, ICT, Chess, Football, Cricket, Gymnastic, Swimming, Athletics, Woodwork, Judo, Pottery, Short Tennis. Reception and Year 1 children are offered the opportunity to join Playball.

There is an After School Club, known as "Swallow Club" available for children in Reception to Year 3 until 4.30pm and a late Swallow Club, with supper, 4.30pm to 5.25pm. Swallow Club children going home at 4.30pm should be collected from The Barn, those going home at 5.25pm should be collected from the Library. It is essential that children are picked up promptly from these activities as staff running these clubs have other commitments. Please contact the Swallow Club staff directly if you cannot collect your child from Swallow club because you are delayed. **The Swallow Club contact number is 07826 870663.** This number should only be used in emergencies. Swallow Club places can be booked via the secretary in the School Office. There is an additional charge for this facility.

A letter goes out at the beginning of the Autumn Term and before the start of the Spring and Summer Terms to organize these clubs. There is a termly charge for the clubs.

The Activity clubs do not take place in the first week of the Autumn Term or in the last week of any term. In the Autumn Term because of Christmas events, there are no clubs except Swallow Club in the penultimate or last week of term.

How Parents Can Help Us

A list is sent home at the beginning of the academic year stating the days children have special lessons, such as individual music tuition; it would be helpful if this is on display at home so the children could get into a routine. For Reception and Years 1 – 3, a timetable is given out at class meetings in the Autumn Term.



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General Information (in alphabetical order)

Address and Telephone Number, E-Mail address

Please ensure that the School Office has your correct address, email and telephone numbers. It is very useful if work, fax, private and mobile telephone numbers are given too for use in case of emergencies.

A whole school telephone address list or class address list can be obtained from the School Office. The whole school list is sent out to all parents. Please let us know before the beginning of term if for any reason you do not wish to be included on this list.

Absence and Sickness

If your child is absent from school for any reason, the school must be informed as soon as possible. In the first instance you can telephone the school secretary, however, a letter or email is required explaining your child's absence.

Bed Time

All children have a very busy day at school so an early bedtime is strongly recommended.

Behaviour

Dunannie is committed to establishing a happy, caring, learning environment that promotes positive behaviour and relationships, where children are encouraged to have respect for themselves, each other, adults, property and their surroundings.

It is an inclusive setting that supports all children as they take increasing responsibility for themselves and their actions, and consider the welfare and wellbeing of others.

The staff at Dunannie act as role models to promote positive behaviour and good manners. There is a consistent approach to encourage appropriate behaviour.



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General Information

Behaviour continued

The children helped devise the “Golden” rules which are based on caring behaviour. These are understood by the children and are implemented by teachers and helpers and used throughout the whole school. Bullying in any form is unacceptable. An anti-bullying culture is promoted through teaching positive values, attitudes and skills which foster mutual respect and caring between children and teachers and younger and older children. The school has an Anti-bullying Policy which is available for parents to see in the School Office. If you are concerned about any aspects of behaviour, please see the Class Teacher or the Head.

Golden Rules for the classroom

- Follow instructions
- Be kind and helpful
- Work hard
- Listen to people
- Take care of our school

Rewards

- We are told “Well done”
- A token is added to our class reward chart
- A special activity
- A visit to Jo
- My name in the ‘Achievement Book’ (on display in the Library)

Consequences

- A ‘look’
- A warning to remind us of the rules and a choice of good behaviour
- Lose 5 minutes ‘Golden Time’
- Leave the group
- Miss some playtime to talk with my teacher
- My name goes in the ‘Behaviour Book’
- A visit to Jo



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General Information

Golden Rules for the Playground

- Follow instructions quickly
- Be friendly and kind
- Use equipment safely
- No hurting or fighting
- Look after our outside space

Rewards

- We are told "Well done"
- A token is added to our class reward chart
- A special activity
- A visit to Jo
- My name in the 'Achievement Book'

Consequences

- A 'look' or a quiet word
- Yellow card for warning – stop playing. Behaviour written on list and given to class teacher
- If continue 'yellow card' behaviour get a Red Card (intentional hurting or damage to property) – 5 minutes on bench. Class teacher informed and parent informed if appropriate. Red card taken to Jo.
- Behaviour recorded in the 'Behaviour Book'

Bicycles

A bicycle rack is situated near the staff room. It is the responsibility of parents to ensure bicycles are securely locked.

Birthday Celebrations

If you wish your child to celebrate their birthday with their class friends, please send either individual cakes or biscuits (no nuts or seeds please) which can be easily distributed. It is helpful if parents avoid having large birthday parties mid-week after a full day at school.



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Invitations may only be given out in school if the whole class is to be invited, otherwise they should be posted. Whilst people may not want to ask the whole class to a party or birthday treat, we would ask that great care is taken not to inadvertently exclude a minority of either girls or boys. Class lists may be obtained from the School Office.

Book Bags

All children from Reception class upwards are given a book bag - each class has a different colour. The bag should come to school every day with the reading diary and reading book even if the book is not finished. Please look after books that we send home. Book bags can be replaced if damaged or lost by placing an order with the school secretary at a cost of £5 each.

Child Protection

The school has a Child Protection Policy which is available for parents to see in the office.

Clothing (Nursery)

Children in the Nursery class require the following items:-

- | raincoat with hood (with hanging loop). **To be kept in school daily**
- | pair Wellington boots (with initials marked on the outside). **To be kept in school**
- | pair gym shoes or trainers for Adventure playground in fine weather
- | complete set of change of clothes. **A set to always be in school**

The school provides waterproof dungarees for all children in the Nursery.

All items that children will remove **must** be named. Clothes to be hung up **must** have a strong loop.

Clothing for Reception - Year 3

There is no school uniform at Dunannie but all children in Reception - Year 3 need the following items at school, clearly marked with your child's name:-

- | anorak/coat from home, marked
- | pair of Wellington Boots with initials marked on the outside + full name on inside
- | red "Raindrop" raincoat clearly marked with permanent marker on inside collar



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Clothing – continued

- 1 tractor suit (red or green) with hanging loop sewn on back inside waist., large name or initials on pocket plus name tape on the collar, internally
- 1 pair of waterproof dungarees
- 1 Dunannie school red hoodie sweatshirt, marked
- 1 art overall/smock, marked
- 1 large kit bag*, red & white striped material, from 'Made by Marian'
- 1 pair white trainers for Games and outside play for Years 2 & 3
- 1 Dunannie School navy track suit (with **navy hoodie top**), both halves marked
- 1 pair of navy shorts, marked externally with initials and internally
- 2 white Aertex shirts, marked externally with initials and internally
- 1 pair of white short socks, marked
- 1 Dunannie swimming bag
- 1 large towel with large name
- 1 swimming costume, marked
- 1 small hair brush to be kept in child's drawer at school, marked
- 1 pair waterproof dungarees in yellow, green red or navy (Raindrops)

All the above items to be in school all the time.

Highlighted items are available through the School Shop (in the Sports Complex). Please phone Bedales for details. (01730 300100). Items without the Bedales logo may be purchased elsewhere.

*Items marked with an asterisk should be obtained from 'Made by Marian'. Order forms are available from the School Secretary.

Children are asked not to have white trainer-type shoes for school so there is no confusion between games shoes and school shoes.

The diagram overleaf indicates where to mark items and sew in loops. Please label as much other clothing as possible especially all sweaters brought to school. Any items marked with initials externally (either embroidered or the large Cash's tape with name or initials) should also have a conventional Cash's name tape sewn in. The importance of naming every item of clothing cannot be stressed enough. Each term the school disposes of large amounts of expensive unnamed and unclaimed kit from lost property. Where possible loops and large names.



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General Information

Clothing – continued

CASH's Name Tapes

A form for CASH's nametapes can be obtained from the School Office – please use a font style and size that your child can read.

Clothing – Second Hand

There will be an opportunity to sell/buy second hand clothes from school once a term. Dates of these events will be published in the weekly newsletter.



Please do not use embroidered initials on Dunannie tracksuit top or Dunannie sweatshirt - please use Cash's name tapes

A full clothing list and naming list is included in the appendix at the end of the handbook.



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Curriculum Information Evening

Early in the Autumn Term each year group presents a curriculum information evening for parents.

Dogs

Dogs are not allowed into the play areas of the school for health and safety reasons. Only registered assistance dogs allowed.

Equal Opportunities

The school has an Equal Opportunities policy, a copy of which can be seen in the School Office. At Dunannie we believe in valuing and celebrating the diversity within our community. We aim to develop good practice and positive attitudes in the early years, and encourage an anti-discriminatory approach to the world in general and other human beings in particular. We believe that all people should have equal opportunities to learn, develop and grow with dignity in a community of mutual respect.

Food Allergies

Please inform the school if your child has any or develops food allergies. The kitchen do not use nuts or seeds and will try to accommodate any special dietary needs. Please remember that any foods brought into school must be nut and seed free.

Hair

Children with shoulder length hair should keep it tied back when at school (see 'Nits'). All children with medium to long hair must have it neatly tied back in a plait or ponytail for all PE lessons and swimming.

Health and Safety

Annual Risk Assessments are carried out in the Nursery and Dunannie on classrooms, outdoor spaces and all equipment and toys used by the children.



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Holidays

Please make your family holiday arrangements during the school holidays if at all possible. If your child misses any school time, especially at the beginning of term, it is to your child's disadvantage. Permission is needed from the Head if a child is taken out of school during term time. In this case, please put your request in writing.

Homework

Reception - children bring Book Bags home every day. 10 minutes reading with an adult is strongly encouraged as well as sharing books together.

Year 1 – Reading for 10 minutes every night is encouraged with an adult plus weekly spellings to learn.

Year 2 – Reading for 15 minutes every night with an adult plus weekly spellings. 20 minutes Maths. Project work and handwriting practise are set from time to time.

Year 3 – Reading for 20 minutes per night minimum, weekly spellings are set together with 30 minutes Maths per week and some project related homework – this may be writing, research, finishing off work or an art activity.

Insurance

Possessions: Check on your insurances. Parents are reminded that the insurance against fire, theft, etc. of all personal effects belonging to their children, including clothes, musical instruments and calculators **must be their own responsibility**. Unfortunately, the insurance cannot be covered by the school but the Bursar will be pleased to give advice. Please note that we cannot allow uninsured musical instruments to be brought to the school.

Personal Accident: All children are automatically included in a personal accident scheme which covers permanent disability. Full details are circulated periodically in a leaflet issued by our brokers.

School Fees Remission: Parents are automatically insured against their children being absent from school for periods longer than 5 consecutive days through illness, accident, etc. A claim form has to be submitted and any parent wishing to make such a claim should contact the Secretary immediately their child is away and the approximate duration of absence is known.



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Jewellery

No jewellery except for wrist watches should be worn to school.

Learning Support

Extra individual tuition is available in English and Mathematics if appropriate. There is also a Dyslexia specialist, Christina Canter, who works with children at Dunannie. Discussion with parents, the class teacher, the Head and learning support staff always takes place to determine if individual lessons would be beneficial to support or extend a child's learning. The school also has excellent contacts to outside experts such as Educational Psychologists, Speech and Language Therapists or Occupational Therapists if this support is required to optimize children's learning. Forms for extra tuition are available from the Secretary's office. There is an additional charge for all individual tuition and Learning Support lessons.

Library Books

Library books can be borrowed by signing them out between 8.15-8.30am with the member of staff on duty in the Library.. In addition, each class has a weekly Library time with their teacher. A charge will be made for any books that are lost or unreturned to school.

Lunch

All children have lunch in the dining room where they are supervised by the teaching staff. All the staff eat lunch with the children.

We expect children to come to school knowing how to use a knife and fork and how to sit at a table for lunch. If a special diet is necessary for medical reasons, this must be indicated to the School Secretary in writing.

The dining room has a canteen system and the children serve themselves under the supervision of staff. Parents and Grandparents are invited to join us for lunch on Mondays and Wednesdays. Please sign up on the list in the entrance. There is a sample menu at the back of this booklet. The children have a wide choice of hot and cold meals every day and there is a wonderful array of fresh fruit and salads. The children are encouraged to eat a healthy, balanced diet and staff monitor the children's choices.



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Lost Property

We do all we can to recover items that go missing. We impress on all the children that they need to be responsible for their own property and respectful of other people's property. There is a lost property box on the cloakroom shelf.

If your child has lost something, please could you inform their Class Teacher immediately. It always helps if everything that a child brings into school is marked clearly with their name, particularly all clothing and footwear. We would also advise children not to bring in the sort of prized, rather fragile possessions which can so easily become broken. We recommend that watches be engraved with your child's name.

Medical Matters

The school must be kept informed of all medical details and of any family circumstances that might affect a child's health or behaviour. A yellow "Health Sheet" will be sent out every September, please complete it and return it to the School Office as soon as possible so we have up to date records. Please let the School Office know of any relevant health changes that occur during the course of the year so that records can be kept up to date.

Please note that, unlike the state sector, independent schools cannot offer the standard medical check-up for five-year-olds. These should be carried out by your GP.

We strongly advise all children to have a regular eye test from 3 years onward.

We would prefer not to have medication for children in school. If it is essential, however, clearly named medicine must be handed to the School Secretary. Written instructions must accompany the medicines on a form obtainable from the school office which should be signed by the parent. The parent must be responsible for taking medicine home each day. If a child has been sick he/she should be kept at home for 24 hours before returning to school. Following any illness, children should be fully recovered before returning to school. It is considered that if a child is well enough to be in school, they are well enough to play outside.



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Medical Matters continued

If your child has a condition such as asthma and requires an inhaler or any other device or procedure to be administered during the school day, the parent must ensure that the procedure is clearly demonstrated to the class teacher and/or the school secretary. If inhalers or other medical equipment are required when children are out of school on trips, it is the parents' responsibility to see that it is given to the appropriate adult.

Nits tend to be an on-going problem among children at school. The medical advice is to check your family's hair regularly and brush it vigorously. If you are aware of a case of nits, please let us know. Nits are transferred directly from one head to another and have plenty of opportunities to do this with young children. **We ask that children with shoulder length hair should keep it tied back when at school.** 'Nit checks' are carried out at Dunannie by the Dunhurst Matrons once a term. If your child is found to have nits, treatment and combing is recommended for up to two weeks.

If your child feels ill or has an accident in School and the teacher thinks your child should go home we will telephone you and ask you to collect your child. If a parent is not available, another emergency contact will be phoned. In the event of the school being unable to contact you, your child will lie on the sofa in the Library and be supervised by a member of staff.

In the event of a medical emergency the school will administer first aid treatment and phone for an ambulance and parents will be informed. Also see point 63 in the Bedales School Terms and Conditions regarding emergency treatment.

Music Lessons

Individual music tuition on a variety of instruments is available as an optional extra and great care is taken to arrange music lessons, as far as possible, at appropriate times to minimise classroom disruption. Authorisation from parents and the class teacher is necessary before lessons can be arranged. Forms for music tuition are available from the Secretary's Office.

Missing Children

At Dunannie we do our utmost to ensure the safety and wellbeing of every child in our care and in the case of a missing child the procedures contained in the Missing Child Policy must be adhered to strictly.



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General Information

Outings and Class Visits

We believe that visits related to school work are a very important part of the curriculum at Dunannie. Travel is usually by school minibus plus additional cars driven by parents if necessary. (Parents are asked to complete an insurance declaration and to show comprehensive insurance certificates and driving licence.) We ensure that all children travelling in a car are placed on a booster seat in the backseat with a full seat belt. Occasionally a coach is hired and the children always wear seat belts. Visits are accompanied by the Class Teacher, Assistants and several adults, depending upon the number of children involved. A letter with permission slip is sent home for visits.

Parents are informed about visits by letter including details of the cost. Charges for visits are added to the end of term bill.

Children are expected to wear their red Dunannie Hoodie or cagoule for visits.

A small rucksack that can carry lunch, a cagoule and a clipboard is recommended from Year 1 upwards.

Year 3 Field Trip: In the Summer Term, Year 3 go on a residential visit from Monday to Friday. The cost is in the region of £430. It is not compulsory but it is very rare that a child does not come on what, for many, is the highpoint of their year, and the Summer Term's project work is directly linked to the visit.

Picnic lunch – outings

Children going out for the day on a Class visit are provided with a picnic lunch by the school.

Photographs

Unless a parent advises the school otherwise, it will be assumed that parents are willing for their child to be photographed for school projects / school displays. Parents may photograph / video children in school productions with the assumption that images are for home use only and will not be published in any form or uploaded onto the internet.



Dunannie Parents' Handbook

General Information

Registrar / Admissions

The whole school's admissions policy applies to the Nursery and appears on our web site. Janie Jarman is the Registrar for the three Bedales Schools. She can be contacted on 01730 711733 or jjarman@bedales.org.uk. Contact Janie if you would like to attend any Dunhurst / Bedales Open Mornings.

Reports

Written reports are produced for each child in Nursery to Year 3 at the end of the Summer Term. In the Summer Term, parents of Reception children will get the chance to discuss their child's Early Years Foundation Stage Profile.

School Closure

There is a 'telephone tree' set up in case the school has to be closed for any reason. Members of staff have a parents' list in which families are 'paired'. One half of the pair will receive a call – they will be advised of the other family and asked to phone them with the information. This should save time and enable the word to be spread as quickly as possible.

School closures are put on the home page of the Bedales' web site under 'Today's Events'.

School Shop

The School Shop is in the Sports Complex at Bedales and is run by Margie Tegg. The shop is open during the term at the following times:-

Monday, Tuesday and Friday 1.30 - 2.30 pm

These times may change, and if so you will be advised.

In the week prior to the start of the Autumn Term, the shop will be open from 10am - 3pm. It is advisable to visit the shop on these dates, if at all possible, as the first week of term is extremely busy. Please telephone (01730) 300100 for more details if required.



Dunannie Parents' Handbook

General Information

Security

Both sides of the school are under video camera surveillance. There is a security lock on the Front Door which is in operation during the day. Visitors to the school are required to wear a badge and check in with the School Secretary. At 4.30pm all the external doors to the school are locked.

Smoking

There is a No Smoking Policy across the whole school site, buildings and grounds.

Snack / Water

Children have a daily snack that may include carrot sticks, apple quarters, sultanas, and cheese with bread and butter or marmite. There is a choice of milk or water to drink. The children are encouraged to drink water during the course of the day.

Telephoning the School

The Dunannie telephone number is 01730 300400 for general enquiries during office hours (Mon.- Fri. 8.30 am to 4.30 pm). After this time, there is an Answer phone on and messages may be left for the following day. If you need to contact the school urgently, you can be connected via Bedales (01730) 300100.

Swallow Club* phone number is 0782 687 0663

*Please book Swallow club places via the School Secretary.

The Fax number at Dunannie is 01730 711830

E-Mail address is: dunannie@bedales.org.uk

Website / Media

The School website address is: www.bedales.org.uk

A form will be sent for you to let us know in writing if you do not wish your child to appear in photographs on our Website, or in internal / external media publications.

Please note that under the Dunannie Notice Board you will find photographs and information about recent events. This is regularly updated.



Dunannie Parents' Handbook

Partnership with Parents

Open Door

Parents are as important as teachers in the education of a child. It is vital that we work together as a team. Families can support what we aim to achieve at school by informing us of events at home that may affect a child (a new brother or sister, death of a grandparent, moving house ... the list is endless but children are very sensitive to such things).

There are structures such as the Friends of Dunannie; Parent meetings and family events like the Badley Weekend. These are important as they enable us to understand each other and, most importantly, the children.

There is an Open Door Policy and we encourage parents to talk to staff at school. We are always pleased to talk with parents at a mutually convenient time.

A written request may be made for access to your child's records.

Parents' Notice Board

There is a Parents' Notice Board in the entrance hall. Each Thursday a news letter is sent home with the children; this includes news from individual classes. The Parents' Notice Board always has a copy of the current newsletter letter and other useful information. Please let the School Secretary know if you would prefer to receive the Newsletter via email.

Parents' Evenings

There are Parents' Evenings for Nursery to Year 3 in the second half of each term when parents have a meeting with their child's teacher to discuss progress and any other relevant issues.

Bedales Parents' Association

The Bedales Parents' Association is made up of staff and parents from all three schools. One of the Dunannie parents also sits on the Bedales Parents' Association. There is an AGM which all parents are welcome to attend.



Dunannie Parents' Handbook

Partnership with Parents

Friends of Dunannie

One parent from each class acts as a representative and serves for one year from September to July. The function of this group is to support Dunannie and organise social and fundraising events. Over the years, parents have built class gardens, an adventure playground, a sound garden and planted bulbs, as well as many other activities to enhance the school environment. The class representative also liaises with the class teacher and other parents in the class helping to support class activities.

Mailing List - Bedales' Olivier Theatre and Gallery

All parents at Dunannie are automatically mailed with information on forthcoming productions and exhibitions at Bedales. There are visiting professional theatre groups and exhibitions as well as 'in house' productions. Both the theatre and gallery are a wonderful asset to the school community.

Parents' Curriculum Information Evening

All Parents are invited to a Curriculum Information Evening early in the Autumn Term at which the class teacher explains the outline of the academic year ahead and how you, as parents, can be involved and help your child. It is also a social occasion and an opportunity for you to meet fellow parents and the year group staff.

Practical ways Parents can be involved at Dunannie:

- Accompanying class visits
- Flower arrangements for celebrations
- Cookery activities
- Talks about projects
- Projects in the school grounds
- Productions
- Art Activities
- Help with Clubs



Complaints Procedure

Introduction

Bedales Schools regards relationships with parents as very important, and aims for open and easy communication between home and school. It also aims to provide teaching and pastoral care of the highest order. If, however, parents do have a complaint, they can expect it to be treated by the school in accordance with this procedure.

Definitions

Complaints will be made to staff in different positions of responsibility. These guidelines incorporate categories typical to each, or all, of the three schools. The 'Head' refers to the Head of Dunannie, Dunhurst or Bedales.

The Head of Bedales Schools, will be a point of reference for complaints which have not been resolved in Dunannie or Dunhurst, before they are referred to the Complaints Panel.

Stage 1 - Informal Resolution

It is hoped that most complaints and concerns will be resolved quickly and informally.

If parents have a complaint they should normally contact the appropriate member of staff - tutor, class teacher, subject teacher or house staff. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the tutor, class teacher, subject teacher or house staff cannot resolve the matter alone, it may be necessary for him/her to consult a head of Department/the Deputy Head/the Head.

Complaints made directly to a head of Department/the Deputy Head/the Head will usually be referred to the relevant tutor, class teacher, subject teacher or house staff unless the head of Department/the Deputy Head/the Head deems it appropriate for him/her to deal with the matter personally. In Dunannie, because of the smaller scale of the school, it will often be the case that complaints are made directly to the headmistress, and will be happily and informally resolved at that stage.

The tutor, class teacher, subject teacher or house staff will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved within two working weeks or in the event that the tutor, class teacher, subject teacher or house staff and the parent fail to reach a satisfactory resolution then parents will be advised to proceed with their complaint in accordance with stage 2 of this Procedure.



Complaints Procedure continued

Stage 2 - Formal Resolution

If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Head. The Head will decide, after considering the complaint, the appropriate course of action to take.

In most cases, the Head will meet or speak to the parents concerned, normally within two days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.

It may be necessary for the Head to carry out further investigations.

The Head will keep written records of all meetings and interviews held in relation to the complaint.

Once the Head is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Head will also give reasons for his/her decision.

If parents are still not satisfied with the decision, they should proceed to Stage 3 of this Procedure. (However, parents of pupils in Dunannie should note below.

In the event of their being unable to resolve a complaint satisfactorily with the Headmistress of Dunannie, parents should ask for their complaint to be referred up to the Headmaster of Bedales Schools, before recourse to Stage 3.

When such a referral is made, the complaint procedure will run in accordance with Stage Two.

Stage 3 - Panel Hearing

If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to The Clerk to the Governors, who has been appointed by the Governors to call hearings of the Complaints Panel.



Complaints Procedure continued

The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of two Governors and a person of local standing independent of the management and running of the School. Each of the Panel members shall be appointed by the Chair of Governors. The Clerk to the Governors, on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within ten days.

If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than two days prior to the hearing.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.

If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation.

Where further investigation is required, the Panel will decide how it would be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within seven days of the Hearing. The Panel will write to the parents informing them of its decision and the reasons for it. The decision of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Head, the Governors and, where relevant, the person complained of.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the School by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003, where disclosure is required in the course of the School's inspection, or where any other legal obligation prevails.

Ofsted / ISI

Should a parent wish to make a complaint to Ofsted guidance can be found on the Ofsted web site www.ofsted.gov.uk or telephone their helpdesk on 08456 404045, open 8am to 8pm Monday to Friday, or email enquiries@ofsted.gov.uk. If you wish to complain to ISI please see their web site www.isi.net or phone 020 776 8830.



Dunannie Parents' Handbook

Curriculum

Able, Gifted and Talented Children

Our learning environment is a highly creative one, where each child is nurtured and encouraged to realise their potential. We want all children to develop enquiring minds and we are keen to develop philosophical and creative thinking throughout the school.

The high staff to pupil ratio means the needs of the able child can be met through carefully planned and differentiated provision. We aim to provide challenging opportunities for the exceptionally able children, if possible, including for those children whose exceptional talents may be in a specific area such as sport, music, art or drama.

We are aware of the need to support the able child not just academically but also socially and emotionally. We work in partnership with parents to ensure a child's time at Dunannie is both happy and fulfilling.

Art

At Dunannie we encourage children's artistic development from Nursery through to Year 3. The children have plenty of opportunities to express themselves using a variety of different media, such as clay, paint, textiles, drawing, weaving and collage.

Children are taught specific art skills and how to use art equipment appropriately. Whenever possible, Art is a cross-curricular activity drawing on and being inspired by other areas of learning such as History, Geography, the natural landscape, architecture and different cultures.

Visits to art galleries including the Bedales Gallery to further inspire and motivate the children is an important part of the Art curriculum. Activities may also include working alongside established artists.

All children's artistic expression is valued and encouraged. There are opportunities for children to specialize in a particular aspect of the arts as they progress through Dunhurst and Bedales. There are also opportunities for Dunannie staff and children to use the specialist art facilities and work with art staff at Dunhurst.



Curriculum

Dance Drama

Dance drama is a vital subject at Dunannie – it is a time for children to explore the magical world of theatre and dance.

Children are encouraged to express themselves through creative dance, mime and acting. This gives the pupils the opportunity to develop physical skills linking in with the Dance curriculum.

The focus is usually the class topic, and the pupils develop a piece of their own choreographed work. This encourages not only team work and the sharing of ideas but also promotes creativity through the body and voice. The pupils gain confidence through this process as well as a sense of pride and ownership; thus producing very self-assured performers.

These skills are demonstrated in class assemblies and school productions. The Dance/Drama staff work very closely with the Music department. Drama is a powerful medium in other areas of the curriculum when children and adults can use role-play to explore project work, for example.

Dunannie pupils become strong performers and are encouraged to develop an ability to present and perform in front of any audience. The medium of dance and drama is integral to all three schools as an expressive art form and the hope is that pupils develop a life long love of theatre and dance.

Design

Children have access to, and use of, a wide range of tools, equipment and materials. They are given the space, time and support of enthusiastic staff to help them develop their potential in the area of Design.

Ideas for Design are drawn from a wide range of topic based work and first hand experiences. Children are encouraged to explore ideas and design with a purpose in mind, adjusting and adapting their work as it develops. Sometimes they will work on individual projects, designing a powered boat, or rocket complete with light circuitry, for example. Other work might be collaborative, using team design and construction methods. They learn a wide range of design techniques and processes including batik, book-making and printing. The children also learn about food and cooking from Nursery through to Year 3.



Curriculum

English

At Dunannie we encourage our children to have a curiosity about life and help them to develop enquiring minds through a broad, creative and language-rich curriculum which generates purposeful discussion, interest, application, enjoyment and high achievement. A cross curricular approach which emphasises first hand, practical experiences; educational trips and visiting speakers provide the opportunity for young children to build the language and communication skills that they will need throughout life. Children are able to express themselves creatively and imaginatively, as they become enthusiastic and critical readers of stories, poetry, rhymes, action songs, puppets and drama, as well as of non-fiction and media texts. Children gain an understanding of how language works by looking at its patterns, structures and origins.

Listening and Speaking

We aim:

- To enable children to speak clearly, confidently and audibly and to take account of their listeners.
- To encourage children to listen with concentration, in order to identify the main points of what they have heard.
- To show children how to adapt their speech to a wide range of circumstances and demands.
- To teach children effective communication, both verbal and non-verbal, through a variety of drama activities

In the Foundation Stage (Nursery and Reception) the focus on speaking and listening also prepares the ground for effective phonics teaching. Children become increasingly aware of the relationship between sounds, letters and words. They are introduced to a broad range of rhymes and songs with rhythmic patterns. Teachers provide opportunities for children to listen to rhymes and take part in alliterative games, to respond to music and use language creatively in role playing, drama and dance. Attention is drawn to the sounds in names and words in the environment.

Reading

We aim:

- To teach reading for fluency, accuracy and most importantly comprehension.
- To develop enthusiastic readers through challenging and substantial texts who will have a life long love of books.



Dunannie Parents' Handbook

Curriculum

English continued

- We recognise that learning to read is a complex and demanding process and must always go hand in hand with pleasure and enjoyment. Learning to read involves making meaning from a complex combination of information, and it is important to remember that children learn at different rates and in different ways.

At Dunannie we teach a variety of reading strategies, but phonics is *one* of the essential components we use to teach reading. We use a multi-sensory approach to teach phonics with a range of resources.

Writing

We aim:

- To foster the enjoyment of writing in a variety of genres and a recognition of its value.
- To encourage accurate and meaningful writing, be it narrative or non-fiction
- To improve the planning, drafting and editing of their written work.

Children from the Foundation Stage onwards are encouraged to experiment with writing, they look carefully at words and how they are spelt. The school has an excellent selection of books including stories, poems, non-fiction, alphabet books and children's own hand made books, books with wordplay and tongue twisters which all encourage children to develop a fascination for words. Role play, writing corners and meaningful writing opportunities (for example, writing an invitation to their parents that is then posted) encourage children to see the purpose and enjoyment of writing for an audience.

Spelling

Phonic spelling patterns are taught along with strategies that help children to pay attention to the visual appearance of words that are not phonetically regular but common in frequency of use.

Grammar

Children are first introduced to grammar through simple punctuation for example, how words are written in sentences, and how capital letters and full stops are used in books. As children progress through the school they are taught to use more complex grammatical structures in their work, direct and indirect speech for example.



Dunannie Parents' Handbook

Curriculum

English continued

Handwriting

Daily handwriting sessions reinforce the correct formation of letters, posture and pencil grip. Cursive handwriting is taught from Year One onwards.

Teaching and Learning Style

At Dunannie we use a variety of teaching and learning styles in our English activities. The key aim is to develop children's knowledge, skills and understanding. Whilst there is a high proportion of whole-class and group teaching, independent activities provide an opportunity to talk and collaborate, which embeds and enhances their learning.

Children have the opportunity to experience a wide range of texts and to support their work with a variety of resources, such as dictionaries and thesauruses. They use ICT in English sessions where it enhances their learning, as in drafting their work and using multimedia to study how words and images are combined to convey meaning. Wherever possible we encourage children to use and apply their learning in other areas of the curriculum.

In all classes staff aim to provide suitable learning opportunities for all children by matching the challenge of the task to the ability of the child. We achieve this through a range of strategies. In some sessions we do it through differentiated group work, while in others we ask children to work from the same starting point before moving on to develop their own ideas and differentiation is through the outcome. Teachers and Teaching Assistants work together to support children.

Geography

At Dunannie, Geography is usually taught as an integral part of class topics and great emphasis is placed on direct experience and practical activities. Much use is made of the varied environments within the Bedales grounds, the local village and nearby contrasting locations such as Southsea. In Year 3 the children have the opportunity to take part in a residential fieldtrip. Basic geographical skills are taught from Nursery (routes, directions and a sense of place for example). By Year 3 the children begin to learn how their home local area relates to other areas and countries, leading to the study of a locality in an economically developing country (India or Kenya, for example). In their Geography activities, the children start to learn how to draw and interpret maps and develop the skills of research, investigation, analysis and problem solving. Through their growing knowledge and



Dunannie Parents' Handbook

Curriculum

Geography continued

understanding of human geography, they gain an appreciation of life in other cultures. In our Geography teaching we also hope to motivate the children to find out about the physical world and enable them to recognize the importance of sustainable development for the future of people, which plays a central role in the ethos of the Bedales Schools.

History

In our History teaching at Dunannie, we aim to develop the children's sense of identity and understanding of the past through learning about the development of themselves, their families, their communities and the wider world. The children start to develop a knowledge and understanding of events, people and changes in the past through a variety of approaches, with an emphasis on investigation, research and enquiry.

History is often closely linked to class topics and is brought to life for the children through regular visits to local sites of historic interest, drama, the use of historic artefacts and photographs as well as relevant internet material, television programmes and stories. Trips may include visits to Butser Ancient Farm where children learn Celtic crafts or to Porchester Castle. Dunannie children might be found delving into a trunk of Victorian Seaside artefacts, experiencing the dramatic atmosphere aboard HMS Warrior or investigating the job of a wheelwright. They have access to the large range of interesting historical buildings on the Bedales Estate as well as a wealth of knowledge and experiences that parents and grandparents share with the school, in addition to visiting 'experts'.

Information and Communication Technology (ICT)

At Dunannie we have a purpose-built, networked computer suite and we use standard Microsoft applications as well as age appropriate software to support teaching and learning across the curriculum. There are also computers in the corridor and classrooms.

Each class has access to an Interactive Whiteboard with audio-visual facilities enabling the whole class use of applications, websites, video, radio and CD resources. The children can also use the photocopier, digital cameras, and CD players. Through teaching children how to use these tools effectively we provide them with the means to actively participate in our rapidly changing world.



Dunannie Parents' Handbook

Curriculum

ICT continued

Children are encouraged to use ICT adventurously, learning new skills through the results of their exploration and gaining the confidence to explore further. All the classes have lessons that develop their ICT skills and use ICT to complement and enhance other areas of the curriculum in imaginative exciting ways. For example, Nursery may tell the story of the three little pigs by making a slide show and recording their voices and Reception may use their digital camera to take pictures of sculptures around the Bedales Estate and then use the whiteboard software to make a map of their route with pictures. Children all use remote control toys and programmable robots and programs that allow them to experiment with simulated environments such as designing a town.

All children from Nursery to Year 3 have the opportunity to work in the 'ICT' suite. They learn to research using the internet and create word processed documents or slide show presentations. In class lessons they use internet sites for virtual visits to places that they cannot go, such as the Taj Mahal when learning about India, or as a precursor to actual visits, such as those to Winchester Cathedral and H.M.S. Victory.

They learn to refine their use of graphics software for use in art lessons and begin to learn to make and use databases. Year 3 also learn to use PowerPoint to make slide shows.

Learning Support at Dunannie

At Dunannie we value the individual and aim to unlock and develop each child's potential.

Most children have their needs met through our curriculum. However, there are some children who may find some difficulty in specific areas of learning, such as reading and spelling. All children are carefully monitored by their class teacher who will identify a child having difficulties. Parents may also have some anxieties. Parents' views are always welcome as this helps us form a complete picture of a child. We like to help children as quickly as possible so that they do not lose their confidence or become demotivated.

The Learning Support Co-ordinator, after discussion with staff, parents and Head, will carry out an informal assessment to identify the child's strengths and weaknesses. Children may then be taught in groups or in individual lessons, depending on the need. In some instances an outside expert such as an



Dunannie Parents' Handbook

Curriculum

Learning Support continued

Educational Psychologist or Speech and Language Therapist, may be brought in to further assess some children. We are very fortunate at Dunannie to have access to some extremely experienced and caring specialists. There is an additional charge for individual learning support lessons.

The Learning Support Room is close to the main school classrooms and so children and teachers alike can easily access the expertise and extensive resources. It is a child friendly room with a comfortable and cheerful atmosphere, as it is important the children are relaxed and happy there. The children are encouraged to make decisions about their learning. They are also encouraged to understand and use their own learning styles. They are taught skills and strategies to support their learning.

Above all we aim to build confidence in every child who is experiencing any difficulty and to recognise they are a valued member of our community.

Mathematics

Mathematics teaches children how to make sense of the world around them through developing their abilities to calculate, to reason and to solve problems. At Dunannie, we aim to promote a child's enjoyment and enthusiasm for learning in mathematics by allowing time for investigation and exploration. We know that number facts are the foundation of mathematical understanding and promote confidence and competence with the number system. We help the children to develop a secure knowledge of these facts and their application to mathematical problems in a range of contexts. Through practical activities the children explore features of shape and space, develop measuring skills and an understanding of the ways in which information is gathered and presented.

We have an excellent range of mathematical resources and software programs to support teaching and learning. From Reception onwards each class has 4 to 5 hours of mathematics each week and children are grouped by ability within their class. These are flexible groups and teachers regularly think about which group is most suitable for the children, considering the area of maths being covered and prior performance. In Year 3 the larger numbers allow the two classes to be taught in two ability groups each with their own teacher. In Year 2 and 3 there is also the opportunity for additional one to one support sessions for any child that needs it. Children in Year 1, 2 and 3 can join a cross curricular 'Challenge Group' that includes mathematical problem solving.



Curriculum

Maths continued

Maths lessons regularly include mental arithmetic, practical work, playing mathematical games, using mathematical computer programs or websites, as well as informal and formal written work. We make maths real by relating it to project work and other events that are going on in school. For example, thinking about the size of a blue whale in relation to their project on Ships and the Sea, Year 3 joined together 1 ½ metre measuring tapes to a length of 30 metres. During trips out of school the older children are encouraged to manage their money when they visit the gift shops, working out how much the items that they want will cost and if they have enough money. Work on shape, measuring length, capacity and weight often takes place in the school grounds, which offer many fantastic opportunities for real life mathematical work.

Music

All Dunannie children participate in the making of music as composers, performers and listeners; creativity is regarded as a latent attribute of every child. Involvement with music and movement is considered crucial in a child's early years; there is a long tradition of music and movement at Bedales stretching back through the teaching of eurhythmics and work by the Dolmetsch family to an inspirational visit by Dr Maria Montessori in 1919.

Musical activities are led by the Director and Assistant Director of Music at Dunhurst. They co-ordinate the music curriculum to complement the topic-based work led by class teachers. There are also links with specialist areas such as dance, drama, poetry, art and modern languages.

There is a strong emphasis on singing for development of the inner ear and performance as a member of a class group, two choirs, orchestra and smaller ensembles for strings and recorder. Additional opportunities exist in local festivals and joint performances with musicians from Dunhurst. A programme of live music is provided by members of Dunhurst and Bedales, visiting music staff and other musicians from a breadth of musical cultures.

Dunannie children have regular experience of composing and of performing music.



Dunannie Parents' Handbook

Curriculum

Music continued

Individual music tuition is available from Reception with lessons provided by 24 members of the Dunhurst visiting music staff. By Year 3 many children receive individual instrumental or vocal tuition. There are also wind and string ensemble groups. Year 2 and Year 3 form an orchestra from January to July that includes all children, either playing their individual instruments or playing percussion instruments.

Fundamental to all these musical activities is the value placed upon heuristic learning – enabling children to discover things for themselves - and providing a breadth of experience through which Dunannie children can develop the skills to define the music of their future. Music is the heartbeat of Dunannie.

Outdoor Learning

All Dunannie children have daily opportunities to play outside either in the playground or orchard. The water feature is also used at play or designated class times.

Dunannie children are enthusiastic gardeners and plant, grow and eat a variety of fruits and vegetables in the Nursery garden, the greenhouse and the plots close by. An outdoor classroom is soon to be created and the children benefit from having an Outdoor Work teacher and a timetabled opportunity to explore the Bedales estate.

Physical Education

We aim to give children the best possible start in Physical Education by providing opportunities to participate in an exciting variety of activities. We aim to enthuse, to build confidence and to inspire.

The children acquire a wide range of fundamental skills across the Physical Education curriculum.

These skills are the essential building blocks upon which sporting and leisure activities are developed.

The children are encouraged to challenge themselves, to believe that they can reach their goals and to be proud of all their achievements.

They learn the importance of fair play, cooperation,

understanding and following rules. Competition is a natural ingredient in sport. Whether children are



Dunannie Parents' Handbook

Curriculum

P.E. continued

competing against themselves or one another, we provide an environment in which this healthy stimulus to development can flourish. It is equally important for children to develop movement skills which can be used creatively in subjects such as dance and gymnastics. We aim to achieve a balance between aesthetic and practical, individual, partner and team work.

At Dunannie we have a hard court area, a wonderful orchard which lends itself to activities such as orienteering, and a Dunannie/Dunhurst gymnasium. The children also share the extensive Bedales facilities which include an Astro pitch, playing fields (17 acres), sports hall, tennis and netball courts and a superb indoor swimming pool.

All PE lessons are taught by specialist teachers. Nursery children have one lesson a week and experience a variety of indoor and outdoor activities. Children from Reception through to Year 3 have three lessons a week, increasing from 1½ to 2½ hours. Year 3 have games with Group I (Year 4) from Dunhurst, when specialist teachers at Dunannie and Dunhurst join together, providing an opportunity for additional challenges.

They take part in a wide range of activities throughout the year.

- Gymnastics
- Games – netball, basketball, football, hockey, kwik-cricket, rounders, tennis skills and tag rugby
- Swimming
- Outdoor activities – orienteering
- Fitness and Health related activities
- Athletics

Extra-curricular PE activities

The Extra-curricular Physical Education Clubs offered at Dunannie allow children in Years 2 and Year 3 to participate in a range of physical activities and widen their experience. Specialist coaches provide a high quality of teaching. These may include:



Curriculum

Extra-curricular PE activities - continued

- Football
- Tennis and Cricket
- Gymnastics (children follow the BAGA awards system)
- Swimming/Lifesaving (Children take part in a RLSS 'Rookie' course)
- Summer athletics/games
- Judo (children follow the BJA award scheme)
- Playball (Reception and Year 1)

Personal, Social and Health Education

We give children the opportunity to see themselves as valued individuals, with a sense of self-worth and confidence, belonging to a welcoming, safe, calm and fair community.

We provide the opportunity for children to discuss how they are feeling and give them strategies to manage their feelings. A non-judgmental atmosphere is promoted - it is fine to make mistakes and learn from them. Adults make use of specific praise and act as good role models of social conventions and interactions.

Children develop a respect for their own cultures and beliefs and learn to appreciate what it means to be a positive member of a diverse multicultural society.

We offer a variety of teaching and learning styles in our PSHE sessions and these include assemblies, circle times and working towards golden time. (See page General Information – Behaviour for our 'Golden Rules' that promote positive values for the whole school community.)

In circle time pupils are able to discuss issues or solve problems in a safe group. The social skills of sharing in a group, taking turns and joining in with other children playing a game, are encouraged. The children are given the opportunity to make choices and solve problems for themselves, adults support children's ideas and use open ended questions to encourage the generation of new ideas.



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Personal, Social and Health Education – continued

We encourage the children to take part in a range of practical activities eg charity fundraising, planning of special school events such as assemblies, concerts and productions.

Visiting speakers including for example vets, dentists and representatives of local churches and religions, and many more make the children aware of the wider community we live in.

Religious Education

Dunannie is a non denominational school. In Religious Education, we aim to help the children achieve a knowledge and understanding of religious insights, beliefs and practices, to enable them to continue in, or come to their own beliefs, respecting the right of other people to hold beliefs that may differ from their own.

Religious education aims to foster a reflective approach to life, and enable and enrich this process through the children's study of living faiths. We aim to give every child an opportunity to acquire knowledge of and an understanding of the Christian religion. At Key Stage 1 we also study aspects of the Jewish religion and Hinduism at Key Stage 2. The children have the opportunity to visit places of worship such as Steep Village Church, Winchester Cathedral, or the Hindu Mandir and listen to visiting speakers.

Young children also need time to reflect on life's ultimate questions, for example, 'who made the world?' 'why are we here?' 'what happens when we die?' This is approached in a way appropriate to the age of the children. For example, Year 1 children visit a farm to see lambs being born and may see dead lambs as well as live ones. Sensitive discussion with the children will develop their thoughts further.



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Science

Science is the process of finding out about the physical, chemical and biological aspects of the world through investigation. Science teaches methods of enquiry which stimulate creative thinking. This reflects the Bedalian tradition of learning through exploration and experience – head, hand and heart. At Dunannie we seek to develop the child's scientific awareness and understanding of the immediate and wider environment, through observation, investigation and evaluation.

Class teaching involves the use of the immediate environment, orchard, pond area and gardens. We have strong links with Bedales and benefit tremendously from expertise and wonderful resources in the Bedales estate. For example, experts from the Physics department help with rocket demonstrations and design, Biology staff help with minibeast identification and we can do pond-dipping at Dunhurst. Science teaching includes a full range of practical investigations and tasks, class-based research, experiments and demonstrations. Cross-curricular links are made whenever possible. Visiting experts also bring science to life in imaginative and exciting ways.

We provide opportunities for children to be curious, and experience and explore the world about them with all their senses. Children learn about science in order to:

- know and understand the life processes of living things
- know and understand the physical processes of materials, electricity, light, sound and natural forces
- know about the nature of the solar system, including the earth.

We ask the children to think scientifically as they plan and carry out scientific investigations, through observing, questioning, communicating and evaluating evidence. They learn to present their conclusions clearly using appropriate scientific language. Open-ended tasks extend more able children.

Children are encouraged to use equipment correctly, and realise the effect they have on the things around them, living and non-living, which helps to promote a sense of responsibility and awareness.



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EARLY YEARS FOUNDATION STAGE

Curriculum

At Dunannie we offer an exciting broad and balanced Foundation Stage Curriculum following the Early Years Foundation Stage Curriculum. Children are given opportunities to develop their knowledge and skills in:

- Personal, social and emotional development
- Communication, languages and literacy
- Problem solving, reasoning and numeracy
- Knowledge and understanding of the world
- Physical development
- Creative development

Early Years Foundation Stage Profile

At the end of the Reception year we complete a detailed EYFS Profile which summarises your child's development. You do of course receive a copy of this profile, and it is discussed at Parents Evenings in the Summer Term.

Early Years Education Scheme

Dunannie is a Registered Provider of the Government Grant scheme to enable three and four year olds to have subsidized Nursery Education, if their parents wish, until they become of statutory school age (the term after their fifth birthday).

Schools wishing to participate in this scheme are inspected by registered Nursery Inspectors to make sure that they come up to necessary standards. The Dunannie Early Years (Nursery and Reception) was last inspected in January 2005 and a copy of the report can be obtained from the school secretary. It is also available on the Ofsted.gov.uk website and search for Dunannie in Reports.

Dunannie Nursery to Year 3 was inspected by the Independent School Inspectorate In April 2008. The report is available on www.isi.net, under Bedales School.



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LINKS WITH DUNHURST AND BEDALES

The majority of Dunannie children progress to Dunhurst and Bedales.

The broad Bedales philosophy is of educating 'Head, Hand and Heart' and the proximity of the junior and senior schools gives us the advantage of being able to share facilities and activities. We are also able to call on both staff and pupils from Dunhurst and Bedales who contribute much to the children's learning.

The Governing Body is common to all three schools.

- Dunannie regularly uses the Bedales Swimming Pool and Sports Hall.
- Dunannie pupils have taken part in productions involving all three schools in the Bedales Olivier Theatre.
- Pupils watch both school and professional productions at the Bedales Olivier Theatre.
- Bedales Gallery – from time to time Dunannie children go to touring exhibitions in the Gallery.
- Dunhurst staff help with specialist skills such as Music, Woodwork, and Pottery.
- Bedales musicians give a concert at Dunannie from time to time. Dunhurst musicians perform at Dunannie each week.
- Bedales and Dunhurst pupils sign up to help at Dunannie on a regular basis as part of their community service. They help with activities at playtime, such as football and playground games.
- Use of the extensive Bedales School grounds, and visits to the Bedales' Farm to see such activities as lambing, sheep shearing and bread making.



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Software used in Dunannie

A number of parents have been asking about the computer programs that we use with the children in Dunannie. Some are best used only in school for teaching while others are suitable for use at home and school. Below is a list of programs which you might wish to purchase for home use.

Program	Publisher	Notes
Microsoft Office	Microsoft	Children use Microsoft Word from Year 1 on and Microsoft PowerPoint in Year 3.
Wordshark and Numbershark	White Space	These are used for spelling and maths reinforcement respectively. They are very popular with the children and cover the curriculum from Reception up to Group 3 in Dunhurst at least.
Infant Video Toolkit 2	2Simple	A suite of simple to use programs for Reception upwards. 2paint - simple painting program 2publish - simple publisher (pages with text and pictures) 2count - pictograms 2go - direction (similar to Roamer) 2graph - graphing 2question - branching database
Clicker 5	Crick	A simple word processor with support for writing and many additional activities especially to support reading and writing e.g. Planet Wobble (may be used by any class but especially Reception and Year 1)
Colour Magic	Research Machines	A simple graphics tool used from Reception to Year 3 (a favourite)
2Type	2Simple	Touch Typing Tutor for Year 3 and perhaps Year 2
Easi Keysi	Sherston	Spelling practice and keyboard layout training for any age.
My World 3	Dial	Various activities for reception onwards – many additional activities can be purchased.
Oxford Reading Tree Talking Stories	Sherston	An electronic version of one of the reading schemes we use - the Biff and Chip stories - with related interactive activities. There are several stages – check with your class teacher which is most appropriate. NB If you purchase Clicker there is a version that works with that also
Simple City	2Simple	Learn about jobs and locations in a city including the vets, the zoo, the doctor, the café, recycling, builders, the farm, the garden centre, the garage and the park.
Tizzy's Toybox	Sherston	Basic ICT skills, reading and maths for Nursery



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Program	Publisher	Notes
Fizzy's First Numbers	Sherston	Basic ICT skills, reading and maths for Nursery and Reception
Become a World Explorer	Dorland Kindersley	Learning about the world – very popular
My First Dictionary	Dorland Kindersley	Reception and Year 1
DK Children's Dictionary	Dorland Kindersley	Year 2 and 3
Microsoft Encarta	Microsoft	Encyclopaedia for Year 3 to adult – useful atlas features, images and sounds

Here are some other programs which we do not have at school but which we have seen used elsewhere and might be good for supporting learning at home.

- Perfect Times - the computerised version of the games used to learn the multiplication facts in Year 3
- Nubble! - A Maths game for very able Year 3 mathematicians and older
- What's the time Mr Wolf - Time for Nursery to Year 2
- Zoombinis Maths Journey, Mountain Rescue and Island Odyssey - Logical adventure game for very able Year 3 mathematicians and older.
- Leaps and Bounds - Reception to Year 2
- Musical Leaps and Bounds - Reception to Year 2
- 2 Simple Music Toolkit - Nursery to Year 3+
- Dazzle - a graphics tool with some more advanced features but still simple to use.
- Map Detectives (Sherston) – map reading skills – Year 3+

www.gridclub.com is an online service that you can subscribe to. The activities are suitable for Year 2+. Visit the website for details and a free trial.

All of the above can be purchase from the REM catalogue. You can purchase from their website www.r-e-m.co.uk or by 'phone: 01458 254700

Feel free to chat to David Stunt if you need any further advice.



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Sample Dunannie Menus – Autumn Term

The menus maybe subject to alteration

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day
Main Course	Old English Sausages	Cottage pie	Honey baked gammon	Minced beef curry	Fish of the day paella
Vegetarian Main Course	Vegetable sausages	Vegetable pie	Stuffed peppers	Vegetable stroganoff	Quiche
Vegetables and Accompaniments	Mashed potatoes Peas	Green beans	Roast potato/parsnips Cabbage/swede	Nann bread rice	French fries peas
Jacket Potatoes	Assorted	Assorted	Assorted	Assorted	Assorted
Salad	Assorted mixed salads fresh daily and fresh fruit				
Dessert	Jam sponge & cream / Custard	Rice pudding	Apple crumble & custard	Butterscotch banana	Chocolate sponge & chocolate sauce

Week 2	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day
Main Course	Chilli con carne	Beef casserole & dumplings	Roast pork	Cumberland ring sausage	Fish of the day Poached salmon
Vegetarian Main Course	Vegetable ratatouille	Vegetable casserole	Roast root vegetable	Vegetable sausage	Cauliflower & broccoli cheese
Vegetables and Accompaniments	Rice Garlic bread	Mash potato & green beans	Roast potato/parsnip Carrots & broccoli	Mash Baked beans	Chips peas
Jacket Potatoes	Assorted	Assorted	Assorted	Assorted	Assorted
Salad	Assorted mixed salads fresh daily and fresh fruit				
Dessert	Cherry sponge & cream	Pears in chocolate sauce	Apple pie & custard	Chocolate sponge & chocolate sauce	Fruit crumble & custard



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Sample Dunannie Menus – Autumn Term (continued)

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 3	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day
Main Course	Sausage & tomato bake	Beef hot pot	Roast beef	Chicken korma	Fish of the day Breaded poached cod
Vegetarian Main Course	Vegetable sausage & tomato bake	Vegetable hot pot	Quiche	Vegetable korma	Vegetable ravioli
Vegetables and Accompaniments	New potato carrots	Green beans	Roast potato/parsnips Yorkshire pudding	Rice Nann bread	Chips peas
Jacket Potatoes	Assorted	Assorted	Assorted	Assorted	Assorted
Salad	Assorted mixed salads fresh daily and fresh fruit				
Dessert	Lemon sponge & cream	Fruit crumble & custard	Apple pie & custard	Treacle tart	Rice pudding



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IMPORTANT DUNANNIE NUMBERS / CONTACT DETAILS

Jo Webberm (Head of Dunannie) jwebberm@bedales.org.uk	01730 300400
Julia Brown (Senior Teacher) jbrown@bedales.org.uk	01730 300400
Marian Baldwin (School Secretary) mbaldwin@bedales.org.uk	01730 300400
Frances Harris (Junior Heads' Secretary) fharris@bedales.org.uk	01730 711690
Music School – Kathy Misson (Director) kmissionuttley@bedales.org.uk	01730 711738
Nursery (The Barn)	01730 711688
School Reception	01730 300400
School FAX number	01730 711830
School Email dunannie@bedales.org.uk	
Swallow Club Mobile (late pick-up emergencies only)	07826 870663
Bedales School	01730 300100
Dunhurst School	01730 300200
Janie Jarman (Registrar) jjarman@bedales.org.uk	01730 711733
Bursar's Office hmbrown@bedales.org.uk	01730 711561
Web Site www.bedales.org.uk	
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