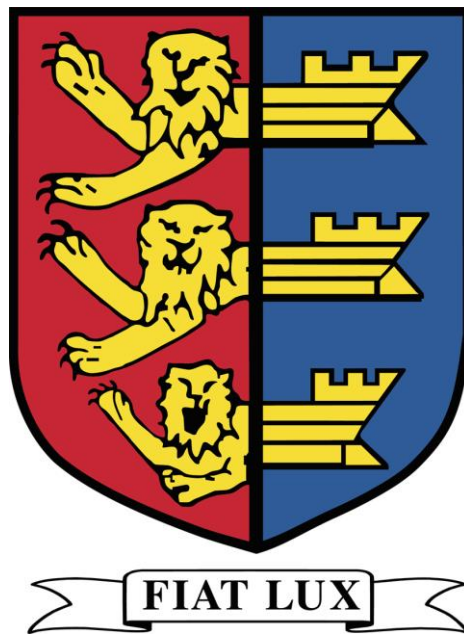


DOVER GRAMMAR SCHOOL FOR BOYS



**Information Booklet
2017/18**

WELCOME TO DOVER GRAMMAR SCHOOL FOR BOYS

Dear Parents

We are pleased to welcome you and your son to Dover Grammar School for Boys.

We look forward to getting to know you in the years ahead. We are now part of the same team and will be working closely together during your son's time at 'DGSB'.

This booklet contains a great many practical details assembled in order to help you and your son adapt rapidly and easily to a new school. We hope you will find the information useful.

The Headteacher and Staff of Dover Grammar School for Boys

GOVERNING BODY

Mr Les Craggs	-	LA Governor	<i>(Chairman)</i>
Rev A Bawtree	-	Co-opted Governor	<i>(Vice Chairman)</i>
Mr Alan Barham	-	Co-opted Governor	
Mr Chris Clewlow	-	Partnership Governor	<i>(Vice Chairman)</i>
Lisa Canning	-	Partnership Governor	
Mrs Catherine Nairn	-	Parent Governor	
Mrs Hazel Groves	-	Parent Governor	
Mr Lee Parslow	-	Associate Governor	
Mr Ben Ralph	-	Deputy Headteacher, Associate Governor	
Mrs Fiona Chapman	-	Headteacher, Ex-Officio	

The Clerk to the Governing Body is:

Mr Ron Dale
c/o Dover Grammar School for Boys, Astor Avenue, Dover, Kent CT17 0DQ

TERM DATES 2017-18

TERM 1 Tuesday 5 September to Friday 20 October 2017

(Holiday: Monday 23 October to Friday 27 October 2017)

TERM 2 Monday 30 October to Wednesday 20 December 2017

(Holiday: Thursday 21 December to Wednesday 3 January 2018)

TERM 3 Friday 5 January to Friday 9 February 2018

(Holiday: Monday 12 February to Friday 16 February 2018)

TERM 4 Monday 19 February to Thursday 29 March 2018

(Holiday: Friday 30 March to Friday 13 April 2018)

TERM 5 Monday 16 April to Friday 25 May 2018

Bank Holiday Monday 7 May 2018

(Holiday: Monday 28 May to Friday 1 June 2018)

TERM 6 Monday 4 June to Friday 20 July 2018

STAFF DEVELOPMENT DAYS (school closed for students)

Monday 4 September 2017

Friday 24 November 2017

Thursday 4 January 2018

Monday 23 July 2018

Tuesday 24 July 2018

THE DAILY TIMETABLE

Morning

0840 - 0845	-	Registration
0845 - 0945	-	Period 1
0945 - 1045	-	Period 2
1045 - 1105	-	Break
1105 - 1205	-	Period 3
1205 - 1305	-	Period 4
1305 - 1405	-	Lunch

Afternoon

1405 - 1425	-	Assembly or Form Period
1425 - 1525	-	Period 5

The basic timetable structure operates on a fortnightly cycle, 'Week One' alternating with 'Week Two'.

SCHOOL UNIFORM (YEARS 7-11)

Items of uniform can be obtained from: Channel Uniforms Ltd.,
Shop 1, Radnor Chambers
Cheriton Place,
Folkestone, Kent CT20 2BB

Tel: 01303-487075 / 01303-487185. Email: channeluniforms@live.co.uk

- | | |
|--|---|
| <ul style="list-style-type: none">• Black blazer with the School badge• Black trousers• Socks of any dark colour (luminous NOT allowed)• White shirts• School tie• Black shoes and laces (trainers and boots of any description are NOT allowed as normal footwear)• Jumper, if worn, must be a plain navy blue, black with no logos• Belts should be plain• Reversible School Rugby/Football jersey | <ul style="list-style-type: none">• Navy blue shorts for games and PE
• School Football/Rugby socks• Football boots• Trainers with non-marking soles – Good grip needed for Cross Country and Orienteering• Shower towel• Navy blue tracksuit (optional)• Waterproof sports top (optional)• Shinpads, gumshield – essential for Games activities• Athletics vest of colour designated for the house |
|--|---|

All items of clothing must be clearly named.

Please note that uniform can be ordered at the Parents' Meeting on Thursday 6 July.

Tracksuits and waterproof sports tops are not compulsory but do prove useful in the cold and wet weather. If these are worn then we simply ask that they be navy blue.

Hair should be kept neat and tidy and of a natural colour.

Ear-rings, nose-rings and other forms of facial jewellery are not permitted.

Make up is not permitted in Key Stage 3 or 4

Subtle make up is permitted in key Stage 5

These requirements reflect the importance we attach to the appearance of the students both at School, on their way to and from School and when representing it. Please check with the School if you are unsure about the suitability of any items of clothing.

STATIONERY AND EQUIPMENT

It is recommended that students entering the School should have the following items:

- Cartridge pen or ink rollerball
- Ballpoint pen
- An HB, 2H, 2B and a 4B pencil.
- Good quality eraser
- Pencil sharpener
- 30cm (12") ruler marked in cm & mm
- A pair of compasses
- 10cm protractor
- A calculator. Calculators used by the Mathematics Department are the Casio fx-83GT plus, or fx-85GT plus. Both calculators are widely available, but can be purchased from the Mathematics Department directly.
- A small English dictionary.
- Headphones for music lessons. (Ear-buds will suffice).

The following supplies will be needed for the completion of homework tasks, school supplies are provided.

Students will need to buy an art book from the Art Department when they start at DGSB.

- Fine brush No.3 / Thicker brush No.6.
- Tin of 12 coloured pencils (e.g. Smiths)
- Pack of 10 or 20 coloured felt tips
- Small box of water colours such as Rowney, Winsor & Newton or Reeves (10 - 12 colours). We recommend Reeves for value for money.

ATTENDANCE

The School is very conscious of the link between good attendance and high academic achievement. We therefore need your help to make sure your son is in school as much as possible. Should, however, your son be absent through illness or any other reason please contact the relevant Key Stage Student Support Manager by telephone not later than 08.30 on the first day of absence. When he returns to school please ensure that he brings a note of explanation for the absence even if we have been informed by telephone.

Students in Key Stages 3 and 4 are not allowed out of the School grounds during the day unless they have special written permission to go home for lunch or to attend an appointment. If your son needs to leave school during the day please send a note to his Form Tutor. It will be necessary for him to sign out at the reception on leaving and to sign in on his return.

The School believes that absence from lessons has a detrimental effect on students' learning. We therefore appreciate support from parents in ensuring that students attend every day if possible. Schools no longer have discretionary powers to authorise holiday during term time and so we are unable to grant permission for this.

If your son is taken ill in school our first aid staff will assess the situation and if necessary contact you to ask you to collect him. We are not allowed to give any paracetamol or other medicines unless we have special permission from you and you have sent in the appropriate medication.

The medical room is for emergencies and students waiting to be collected when unwell. It is not reasonable to expect the Office staff to look after students who are unwell for any length of time but they will gladly do so whilst you are on your way to collect your son. If you are unable to collect him you can ask us to order a taxi to take him home (the cost to be borne by yourselves). He will not be sent home unaccompanied unless he is considered fit to travel home in the normal way at the end of the school day. In case of an emergency it may be necessary for us to call an ambulance or to send him to the Accident and Emergency. In such circumstances every effort will be made to contact you immediately and if necessary a member of staff will accompany your son to the hospital and stay with him until you arrive.

BAGS AND BOOKS

All school books and stationery should be transported in a rucksack or messenger bag. Plastic bags are not allowed. Tuff bags are also useful for protecting books and homework from bottle leaks within a school bag

Students are expected to pay the full cost of any book damaged by carelessness or misuse. Similarly it is necessary to charge for lost books or ask for them to be replaced.

TRAVEL ASSISTANCE

In order to receive free transport assistance, learners must meet certain criteria to be eligible in accordance with Kent's Transport policy. The Young Person's Travel Pass *and the Kent 16+ Travel Card*, are available to Kent Learners who are not eligible to receive free transport.

It is strongly recommended that parents read The Home to School Transport Guide available on the KCC website; www.kent.gov.uk/schooltransport for full information.

The alternative transport options can be accessed on the following websites:

www.kent.gov.uk/youngpersonstravelpass

www.kent.gov.uk/vacantseatpaymentscheme

www.kent.gov.uk/kent16plustravelcard

Applications should be made no later than the end of the summer term. If you apply late for a bus pass, you will find that it is not ready at the beginning of term, and that you will have to meet the travel costs initially.

Lost Passes

For a replacement Young Person's Travel Pass phone 03000 418484 or email: youngpersonstravelpass@kent.gov.uk providing your child's name, address and school.

The charge to replace a learner's bus/train pass will be £10.00.

KCC have stated they cannot reimburse any fare incurred as a result of a lost or removed pass.

SCHOOL ETHOS

The School believes that all students have the right to a high quality education in a safe, secure and respectful environment.

To promote these aims the School has a range of rewards and sanctions currently in operation, over and above simple praise.

Achievement points are awarded for any act, behaviour or work that is worthy of recognition. Prizes and certificates are awarded for students earning the highest number of points and for those making the most progress.

We have a system of sanctions designed both to act as a deterrent and to ensure that students reflect on their behaviour and its impact upon others.

A supportive home-school partnership is crucial in ensuring that your son adopts a positive approach to all aspects of school life. For sanctions to be effective it is important that the School has your support for any given. The School will keep you informed of any detentions or reports given to your son.

The students are encouraged to play their part in the School community. They will have many opportunities to take on roles of responsibility.

BULLYING

Bullying issues arise to some extent in every school, and although rare, at DGSB they are dealt with sensitively, but fairly, as soon as we are made aware of them. Students are encouraged to make their anxieties known to a member of staff as soon as possible. Both students and parents should bear in mind that an unreported situation is not possible to rectify.

HOME SCHOOL AGREEMENT

After joining the School a Home-School Agreement is signed by each student, his parents and the School. This sets out the expectations for your son's time at the school and is a very important document.

ASSEMBLY

Students will have at least one assembly each week. To ensure these are relevant and specific to the pupils' needs, maturity and interest they are addressed in their year groups. The themes of the assemblies each week are carefully considered and include information about global awareness days, reminders of appropriate conduct within school to the passions and interest of the staff. These are delivered by a range of staff who each bring their own unique style to the assembly and sometimes students themselves will be involved in the delivery. Once each term students will experience a 'Half School' assembly, delivered by Mrs Chapman with a focus on school ethos. Students are even given the opportunity once a term to vote on an assembly of their choice to engender a sense of ownership and interest in their assembly programme.

TUTOR GROUPS AND HOUSES

The School operates a House system where students are allocated places in one of the four Houses: Castle, Channel, Port and Priory.

In most year groups there are four single house tutor groups per year, however, on occasion a year group might be split into five tutor groups of mixed houses.

For September 2017 there will be an exception in Year 7 where there will be five tutor groups, and each group will comprise of a quarter of students from each House.

You son will have a Form Tutor who should be the first point of contact with any concerns. However, each key stage also has a Student Support Manager, a Student Welfare Officer and a Director of Key Stage who can also be contacted with any problems.

HOME LEARNING

Home learning is an integral part of each student's studies. In Year 7, three or four subjects are set for each night. It is expected that on average about twenty minutes will be spent on each subject but this will vary somewhat depending on the task set. It is worth pointing out that home learning may come in different forms: written tasks such as exercises, writing up notes, essays etc; and learning, which, contrary to what students may tend to believe, is every bit as important. Each student will be issued with a planner which parents are asked to check and sign each week. Home learning timetables are issued to students and parents at the beginning of the academic year.

The school uses a web-based system called Show My Homework (also known as 'satchel') to allow students to monitor home learning closely.

We will inform you if there are problems such as your son not completing his home learning or not doing it satisfactorily. Parents and teachers can thus work together to help students to establish better working habits.

REPORTS AND PARENTS' EVENINGS

The School seeks to give you as much information as possible as to how your son is progressing. During the first half term there is a welcome evening where you will have the opportunity to meet Senior Staff to discuss any issues of concern as your son settles in to his new school.

Interim assessments in October, December, February, April and June will let you know the academic progress that your son is making in each of his subjects. You will be able to compare these with the target grades which have been set for him. Each student has different targets and it is important that his achievements are judged against what we would expect him to be achieving rather than comparing his progress with his classmates. With these interim grades you will also receive information on the behaviour and effort of your son in each of the teaching groups to which he belongs. In April there will be an opportunity to meet your son's subject teachers at the Year 7 Parents' Evening.

During Term 6 of his first year he will also sit internal examinations. The marks and levels which he achieves in these tests will be sent home as a separate set of results in addition to his final Year 7 interim grades. An end-of-year report will be produced by all of his teachers which you will receive at the end of Term 4.

SPECIAL EDUCATIONAL NEEDS AND THE LEARNING CENTRE

The School SEND policy is reviewed annually by the Governing Body and is in line with the SEND Code of Practice.

Our SEND provision includes both termly LIFT meetings in which outside agencies (such as the Educational Psychology service) participate, and annual reviews of those students with EHCP's. The SEND co-ordinator works closely with the Heads of Key Stage, Form Tutors, Subject Teachers and Teaching Assistants as necessary.

Students with SEND are mainly supported by their class teachers in line with new Ofsted guidelines and DfE teaching standards, but there is also support available via the Learning Centre. The work of the Centre extends well beyond the formal SEND Register to provide support for any student experiencing barriers to learning on either a short or long term basis. This takes in emotional and behavioural needs as well as learning difficulties and working in conjunction with the English Department in supporting progress in literacy.

The Learning Centre staff includes two Teaching Assistants all under the leadership of the SENCo. The School is also supported in meeting students' counselling needs by the School Counselling Service.

MONEY AND VALUABLES/CARE OF PERSONAL PROPERTY

Students should not need to carry much money as the school uses prepay cards for lunch and bus passes should be purchased from KCC. Money and valuable items such as watches, should be handed to a member of staff for safe keeping when the students change their clothes for PE, Games or Drama lessons.

While we allow students to bring in mobile phones and music players etc for use at break and lunchtime, the School takes no responsibility for any of these possessions and they must not be used in lessons unless expressly told to by a teacher.

We are aware that some parents wish their son to have a mobile phone in case of an emergency on his journey to or from School. It should also be understood that the School cannot accept any responsibility for mobile phones that may be lost in School, whatever the circumstances.

Students are asked to take great care of their personal property at all times. The School cannot accept liability for the loss of personal property unless guidelines and School rules are followed. Students are allocated lockers on a first come first served basis owing to the limited number of lockers. A payment of £5 is required which provides a locker, padlock and key for as long as it is required whilst your son is at DGSB. If no longer required, or when your son leaves the school, £5 is refundable upon return of the padlock and key. Students may not use their own padlocks. Should a padlock or key be lost then the deposit will be used to replace it and a further £5 deposit will be required in case of a further loss.

ParentPay

The school uses the services of Caterlink for the provision of school meals. This entails cashless catering using the ParentPay system. (See **Cafeteria** for more information).

In an attempt to remove cash and cheques from school we are asking parents to use our e-payment system to pay for school meals, trips and visits, events and any other items required, such as the Kent 16+ Travel Cards, revision guides etc. This can be done using a secure website called ParentPay.

ParentPay offers parents the freedom to make payments whenever and wherever they like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available. Parents have a secure online account, activated using a unique set of activation codes. If parents have two or more children at the school, the accounts can be merged.

Making a payment is straightforward and no card details are stored in the system. Once parents have activated their account online payments can be made straight away. If you experience difficulty using the system, please contact the School Office.

www.parentpay.com

PROCEDURE IN BAD WEATHER

During the winter months, heavy snowfalls can disrupt the school day and cause travel problems for the students. Your son needs to be prepared so that he can cope confidently when this happens.

If the School has to close early, contract buses are requested to attend at the time of closure. The School, in turn are advised of any travel difficulties by the bus or train companies. On such occasions your son may arrive home earlier than usual and he will need to know what to do if you are out and he has no key.

Should weather conditions become severe it is possible that *all* transport ceases to run and anywhere outside of central Dover can be inaccessible. For this reason we ask that if your son does not live within walking distance he has a SNOW ADDRESS - i.e. an address he is able to walk to on such occasions.

If public transport is running then you can generally expect the School to be open. In the event of school closure we will send a text and/or email using our Parentmail facility, and our website will be updated. (Please ensure we always have your most up to date contact details).

LUNCHTIME

Students are not normally allowed out of school during the lunch period. Parents who wish their son to return home for lunch must apply in writing before the term begins.

CAFETERIA

The School uses the services of Caterlink (www.caterlinkltd.co.uk) a professional catering company for its school meals provision. Hot and cold meals will be available at lunchtime and snacks at break. Caterlink will also be offering a breakfast service. Cashless Catering is being introduced from September using the ParentPay system and you will be given more details of this and how to register in due course.

Menus are displayed around the School and on the School's website.

Packed lunches may be brought in, but it is generally felt that students should be encouraged to take a cooked lunch if possible as it provides them with the nourishment growing children need, whilst being priced to give very good value for money.

Opening Times

Breakfast – 8.00 to 8.30

Morning break - 10.45 to 11.05

Lunchtime – 13.05 to 14.05

AMENITIES FUND

Each September it is customary for the Headteacher to appeal to parents to make an annual donation to the School Amenity Fund to finance various activities and extras which cannot always be funded from the main school finances. Examples of such extras are the School's minibus, hire of coaches for sports teams, prizes given at Senior, Middle and Junior School prize-giving days, and trophies and medals competed for on Sports days. We also maintain a small hardship fund.

Administration is made easier if this donation is made via a Banker's Order, but this is by no means the only option. Donations can also be paid via ParentPay and the payment item will be available annually from 1st October.

The requested annual contribution is at present £10.00 per student which is in line with most other local Schools. Please refer to the 'School Amenity Fund - Payment by Banker's Order Form' included in the booklet of admission forms.

IN SUMMARY

We are looking forward to welcoming your son to the School. We hope he will be very happy with us and soon feel part of the family of DGSB. Good communication with the family is an essential part of ensuring that your son's academic and pastoral needs are met, so we hope you will contact us immediately if you have any concerns about your son's progress or wellbeing. We hope you will have found this booklet useful.

We look forward to seeing you at the special meeting for new parents in July.

KEY CONTACTS

- School switchboard 01304 206117
- KS3 Office Mrs Amanda Monk Peak – Director of KS3
amandamonkpeak@dovergramboys.kent.sch.uk

Mrs Claire McClellan – KS3 Student Support Manager
cmclellan@dovergramboys.kent.sch.uk
- SENCo Ms Sara-Jane Parsons
sparsons@dovergramboys.kent.sch.uk

