



Donington on Bain Primary School

Inspire, Enrich, Achieve

Wednesday 3rd September 2025

Dear Parent / Carer,

I hope you have had a wonderful summer, and we are very much looking forward to welcoming you all back on Thursday 4th September when school reopens for the new academic year. The doors will open at 8:55am and all pupils must be in the school building by 9am.

This newsletter aims to outline some key information which I hope you will find useful. A further letter will be sent out soon with key dates for the forthcoming year.

Timings of the school day

Pupils **must be** ready to enter the school at **08:55am** prompt. The gates will close again at 9am.

The school day ends at **3:30pm**. Please ensure you are on time to collect your child.

- Parents and carers are invited to come onto the school grounds through the wooden gates.
- At drop off, all pupils enter school through the main entrance
- At collection time, pupils in Reception, Year 1 and 2 exit the school through the green gates to your left as you enter the school grounds. Pupils in Year 3 – 6 exit the school through the main green gates straight in front of you upon entering the school grounds.
- Staff will be present during drop off and collection times.
- Staff will wait until they see the pupil's parent before releasing them at the end of the school day. Please note, it can be quite hard to spot parents at the gate, so if you see your child at the front of the queue, please give us a wave or make yourself known to us!
- Children who travel home by school transport will be taken to the bus/taxi by a member of staff. A register will be taken before the children walk down to the bus with a member of staff.

Please notify us of any changes to the usual home time arrangements. If your child normally travels home on the bus, we will assume that this is the case unless we hear otherwise. Please call rather than email as we cannot guarantee the office email will be read after 3pm.

Parking

Adam and Victoria Garnade from The Black Horse continue to kindly offer the use of their car park at school drop off and collection times. We respectfully ask that you drive slowly into the car park and only leave your car parked whilst dropping off and collecting your child.



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Absences

If your child is unwell and not able to come to school, parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before 9:00am
- Parents must contact the school by telephone to report an absence. A message can be left, or hold to speak to someone at school
- If you leave a message you must leave your child's full name, year and give the specific reason for absence
- The information you give will be recorded on our official register
- The school telephone number to report all absences is 01507 343240
- Contact the school on every further day of absence, again before 9:00am
- Ensure that your child returns to school as soon as possible

Any absence which is unaccounted for will be followed up by the school.

Persistent absence

A pupil is defined by the Government as a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any pupil's education and where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also be made to external agencies for targeted support and legal proceedings may be integrated.

Leave of absence and holidays during term time

Any request for leave of absence must be completed at least a month before the planned leave. The written request form can be found within the school's Attendance policy. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

Holidays taken during term time **will not** be authorised. If parents take their child out of school during term time, they may be subject to sanctions such as penalty fines.

Penalty Notices

In August 2024, the Government introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3- year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Lincolnshire, where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s



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have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.

The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. There is no reduced sum available in this instance.

Medical appointments

Please do your utmost to book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance. You must also supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

Parent emails to school

Correspondence regarding end of day collection changes, appointment details and other similar information must be emailed to enquiries@dobps.net. Mrs Dyas and Mrs Greig do not work every day, so their personal emails are not always manned. The enquiries email is monitored Monday – Wednesday 8:30 – 3:30pm and Thursday – Friday 8:30am – 12pm.

Matters that arise outside these hours relating to changes to the end of day or other emergencies must be phoned in. The answerphone is checked before the end of the day if you are unable to speak to someone.

Dogs

If you choose to bring your dog on the school run, please stand well away from the wooden gates and do not enter the school site with your dog. This is to ensure the safety of the children as they enter and exit the school site. Many thanks for your kind cooperation with this.

Medication

You must inform us if your child:

- requires an inhaler and provide one along with an asthma plan to be kept at school
- no longer requires an inhaler
- has any allergies
- has any medical condition which requires medication or other supportive measures to be put in place

Safeguarding

The welfare and safety of the children in our care is of paramount importance. All staff have regular safeguarding training and understand how to respond to a disclosure or report a concern they may have.

Louise Anyan is the Designated Safeguarding Lead (DSL) and Katie Thompson is the Deputy Designated Safeguarding Lead (DDSL). If you have concerns regarding a child's welfare, please contact Louise Anyan or Katie Thompson.

Snacks



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Pupils should bring a **healthy snack** to eat during morning break. This should be an additional item and not something they choose from their lunchbox.

Sweets and chocolate are not permitted for snack or lunch. Biscuit based sweet treats such as a Kit-Kat or Penguin are allowed.

Pupils in Reception, Year 1 and 2 have fruit provided for free which is distributed at morning break. However, please note the deliveries take place a few days after the start of each new term. Therefore, for the first few days of a new term you are advised to provide your child with a snack as we cannot guarantee we will have any fruit to share.

Food waste

Due to the changes in food waste regulations all pupils who bring a packed lunch to school will be expected to take all food waste home with them in their lunchbox.

Water

Your child needs to bring a named water bottle with them every day. Children are asked to take them home each night so they can be cleaned and refreshed for the next day.

Uniform

Our uniform policy is attached and can also be found on the school's website and is available upon request. Please ensure you have read the policy and that your child's uniform fully complies.

I also cannot stress this enough – please make sure everything is named! Also, if you handwrite your child's name on any items, please check this is still legible after a few washes!

Coats

Please ensure your child always has a coat with them. This can be left in school if required.

Infant bags

Pupils in Class 1 and 2 do not require a school bag. Pupils should only bring with them their bookbag and a drink bottle. Pupils who choose to not have a school meal may bring a lunch bag with them as well.

Pupils are asked to leave Nature School clothing including wellington boots/outdoor shoes at school so they can always access them.

FODOBS

The Friends of Donington on Bain School (FODOBS) are a group of parents and friends of the school who raise money to enhance and enrich our pupils' educational experiences. Various events are put on throughout the year and help from new and existing parents is always very welcome. Informal evening meetings are held at The Black Horse Pub in Donington on Bain. Details of when the next meeting will take place will be circulated soon. If you have any fundraising ideas or would just like to lend a hand in any way you would be more than welcome.

Behaviour Policy

The school's Behaviour Policy reflects the latest guidance and research in this field. We are already very proud of our pupils and their behaviour and wish to build upon this and strengthen the high expectations we have for all pupils. The policy applies across the school and includes Cuckoo Club, our before and after school club and any trips away for school.



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A summary of the policy is attached with this letter. I would be grateful if you would take the time to familiarise yourself with this document. A copy of the full policy has been attached with this email and can also be found on our website or is available upon request.

PE

Pupils must wear their PE kit on the day they do PE. Please bear in mind that PE is only a part of the school day and ensure your child is suitably dressed for whatever the weather may bring. PE takes place on the following days for each class:

Class 1 - Friday

Class 2 - Wednesday

Class 3 and 4 - Tuesday

Nature School

Nature School is led by Mrs Smith and lessons take place outside in the school grounds.

What to wear for Nature School

- Pupils are required to have suitable outdoor clothing and footwear which can be left at school. A waterproof coat, wellington boots along with waterproof dungarees or trousers are recommended.
- Pupils should wear PE clothing when it is a Nature School Day. To keep things simple, pupils in Class 3 and 4 can wear PE kit every Monday even if it is not their block of nature School lessons.
- It is important to note that Nature School lessons require children to have their legs and arms covered. This is for safety reasons. Please ensure sure your child has access to a long sleeved top, a long pair of trousers or over trousers which can be left in school.
- During colder weather pupils will still go outside for Nature School lessons. The lessons are active but please remember to send them to school with hats and gloves so they can continue to take a full part in all lessons.
- Please note – Nature School is an outdoor lesson and it is highly likely the children will get dirty and wet. An extra pair of socks is advisable during the wetter months.

Class 1 (Reception) and Class 2 (Year 1 & 2) have weekly Nature School lessons. These lessons take place on a Friday for Class 1 and a Wednesday for Class 2.

Class 3 (Year 3 & 4) and Class 4 (Year 5 & 6) have Nature School lessons in blocks. These take place on Monday* afternoons and the timetable below outlines when each class will have their lessons.

*Please note **Class 4's first Nature School lesson will be on Thursday 11th September.** All other lessons will be on a Monday.

The Nature School timetable for Class 3 and 4 can be found on the next page.



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Class 3 and 4 Nature School Timetable Autumn Term	
*11/09/25	Class 4
15/09/25	Class 4
22/09/25	Class 4
29/09/25	Class 4
06/10/25	Class 3
13/10/25	Class 3
20/10/25	Class 3
HALF TERM	
03/11/25	Class 4
10/11/25	Class 4
17/11/25	Class 4
24/11/25	Class 3
01/12/25	Class 3
08/12/25	Class 3
15/12/25	Class 3
CHRISTMAS HOLIDAYS	

Further dates for 2026 will be sent out towards the end of the Autumn term.

Term Dates 2025/26

Term 1 Thursday 4th September – Thursday 23rd October

Term 2 Monday 3rd November – Friday 19th December

Term 3 Tuesday 6th January – Friday 13th February

Term 4 Monday 23rd February – Thursday 2nd April

Term 5 Tuesday 21st April – Friday 22nd May

Term 6 Monday 1st June – Wednesday 22nd July (Tuesday 21st July for pupils in year 6)

With kind regards,

L Anyan

Mrs Louise Anyan
Headteacher



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