



Information for new parents 2017-18

01803 862018

admin@the-grove-primary.devon.sch.uk

Who we are and how to contact us:-

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Early Years Co-ordinator		
Linda Bickerstaff	Teacher (Maternity leave)	lbickerstaff@the-grove-primary.devon.sch.uk
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Victoria Barton-Wilkes	Teacher	
Michelle Rundell	Teaching Assistant	
Jaime Atkins	Teaching Assistant	
Marian Pearson	Teaching Assistant	
Karen Jarvis	Teaching Assistant	
Cherry Paul	Teaching Assistant	
Jenni Rowe	Teaching Assistant	
Emily Dodwell	Teaching Assistant	
Chris Milnes	Teaching Assistant	
Julie Twitty	Teaching Assistant	
Fiona Kendall	Teaching Assistant	
Yasmin Biggins	Teaching Assistant	
Kellie Bishop	Teaching Assistant	
Tracy Boyacigiller	Teaching Assistant	
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Rebecca Rockett	Reception and Administration	admin@the-grove-primary.devon.sch.uk
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Peter Daly	Caretaker	
Jean Allport	The Children's Kitchen cook	
Roisin Robinson	The Children's Kitchen manager	kitchen@the-grove-primary.devon.sch.uk
Mike Waterson	Chair of Governors	chair@the-grove-primary.devon.sch.uk

Absences from school

If your child is ill then please ensure the school knows as early as possible. The school is unable to authorise holidays following a change in government guidance but if you want your child to have time off school then you must fill in a form (S2 Absence Request Form) which can be collected from reception. Each term the education welfare officer reviews the percentage of absences your child has had.

A copy of our attendance policy can be found on our website <http://www.the-grove-primary.devon.sch.uk/web>

Children should not be kept off school for vague symptoms such as tiredness, headache or tummy ache and not every illness needs to keep your child from school. When deciding whether or not your child is too ill to attend school you could ask yourself the following questions:-

1. Would I take a day off work if I had this condition? If so, keep your child at home.
2. Is my child well enough to do the activities of the school day?

You can find more information at <http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

After School Club – The Orchard Call Laura 07825 163191 or email orchard@the-grove-primary.devon.sch.uk

The after school club runs from 3:15- 5:15. It costs £3 per hour with a discount of 10% per sibling. There is a limited amount of spaces available.

Children will need to be picked up at 5:15 promptly from the studio. There will be fresh fruit available and if you wish your child to have an additional snack please do pack one. Once you have confirmation of your child's place you will receive a letter that will show the costs for the rest of the term.

You are required to pay monthly in advance. Cash or by cheque made payable to Laura Cumming.

Please buzz at the front entrance for Laura to answer, you may walk to the studio to collect your child then please ensure you leave school through the front entrance only.

We have made the decision not to allow adults to watch clubs on site as it is a safeguarding concern. We have to ensure that all people wandering on site during time that children are present have DBS checks (except for drop off and pick up times when children are carefully monitored as a higher risk time of day).

Assessment and SATS

As a school we assess your children on a day to day basis but there are also some formal assessments we are required to do for the government. We do not tell the children we are doing assessments and we make them fun and enjoyable wherever possible. Reception children are assessed on entry. This will not feel like a formal assessment in any way, as it involves simple observations. Reception children are also assessed at the end of their Reception year. Year 1 have a phonics test, Year 2 have SATS and Year 6 have SATS (Statutory tests). You will be informed about all of these assessment results.

Contact, website and social media

Telephone 01803 862018

E mail: admin@the-grove-primary.devon.sch.uk

<http://www.the-grove-primary.devon.sch.uk>

www.facebook.com/thegroveschool

Forest school

All class teachers are Forest School trained so your child will have Forest School every week. This is when they will leave the school grounds and explore the wonderful world around them and develop their outdoor skills. It really helps children to develop their confidence in the world and provides them with wonderful experiences. You will be told what day Forest School is for your class and children will need outdoor clothes like wellies and raincoats that you don't mind getting muddy!

Free milk and Free fruit snacks

Every child is entitled to free milk in school until their 5th birthday, you can register online at www.coolmilk.com. If your child is over 5 and you would still like milk you can also opt to pay on the same website.

The government provide free fruit for Reception, Year 1 and Year 2 child which we give the children for morning break. Sometimes parents like to send in an additional snack which is fine, but please ensure it is a healthy choice. No sweets and NO NUTS.

Getting your child ready for school

Toileting – please try to ensure your child can use the toilet and wipe themselves. Please could we have a spare set of clothes, wipes and a plastic bag in case of an accident. Accidents are completely normal and even happen to children who have been dry for years – there is lots to distract a child in school!

Other things which will help them to settle quickly:

- Be able to sit still whilst listening to a story or some instructions.
- To be aware of 'personal space' and how to respect this for other children.
- To respond appropriately to 'no' and 'stop' as these may be used to protect against danger.
- To recognise their own name when written down.
- To know that the adults in school are there to help them and they will need to ask for help if they need it.
- To be able to put on and take off their own coat and have a really good go at getting changed for PE and back again! (Not as easy as it sounds!)
- To think positively about school and get really excited about coming here to have lots of fun. Some children get a bit fearful about adults calling it 'big school' as they have images of it being filled with giants! Just call it The Grove School and talk about how much fun they will have.

Lunch

All meals for children in Reception, Year 1 and Year 2 are currently paid for by the government. We offer a choice home cooked meals and cater for all allergies and dietary needs. If you wish your child to have their own home made packed lunch then this is fine and they can eat it with the others in the dining hall (please ensure there are no nuts in any food brought into school – we are a NUT FREE school due to a number of children having severe allergies). Menus are changed termly and all parents are emailed a copy but it is also on our website.

Lunch times

Reception and Key Stage 1 12.00 Midday until 13.00

Key Stage 2 12.45 until 13.45

If you would like to stay for lunch one day then please just ask your class teacher to arrange it with the kitchen.

Break times

Reception do not stop for morning break and have an afternoon break with Key Stage 1 in the afternoon. They have their snacks then hungry in their class.

Key Stage 1 – 10.30 am until 10.45 am and 2.30 pm until 2.45 pm

Key stage 2 – 10.50 am until 11.05 am

Please ensure your child has a labelled drinks bottle in school with them each day.

Medication

If your child needs medication in school please speak to reception. The doctor will provide you with additional medication for long term conditions such as asthma so that the school can keep inhalers in school. All types of medication including short term medication such as antibiotics or pain killers can only be administered with written consent from parents on our medication form. Medication must be handed to reception and all the necessary forms completed.

Newsletter

The school emails out a weekly newsletter full of current information. This comes out on Wednesdays. If you would like a paper copy then please tell reception. A copy of the newsletter is also uploaded onto our website.

Nits

All schools suffer from nits, please don't be embarrassed if your child gets nits, we have all had them! The recommendation from the NHS is to use chemical treatments to clear an infestation. Our strong recommendation is to check your child's hair and then use conditioner and a nit comb on a weekly basis.

Parents Evenings

We also have parent consultations twice a year for parents to chat to the class teachers, these are in the Autumn and Spring terms followed by a written school report in the Summer term.

Parking for parents

For those of you who are not already aware there is no parking for parents on our school site. However South Hams District Council offer a Resident Parking Permit for £40 a year and this allows you to park in car parks operated by South Hams District Council (except Dartmouth Park and Ride car park. With this permit you can park seven days a week, between the hours of 3.00pm and 10am. Please visit their website to purchase a permit.

Praise Assembly

Each term every class will run a 'Praise Assembly' to which you are invited so that the children can share some things they have been learning and practise their presentation skills.

PTA

We have an active PTA who raise money to help the school provide more for your children. If you are interested in getting involved then please contact the PTA on

pta@the-grove-primary.devon.sch.uk

Our chair this year is Kellie Bishop and Jennie Rowe. Our next AGM is on Thursday 21st September at 3.30 at school.

The PTA organise the Thursday Cake Sale, Mufti Days, Christmas and Summer Fairs, fundraising car park rota and many other events. They are always looking for new people to join. You will find information about what's on with the PTA in our weekly newsletter.

Pupil Premium

Some children are entitled to pupil premium funding from the government which helps pay for support for your child in the classroom. For Reception children this money pays for some 1-1 support from a member of our team for any specific needs. For older children we can also use this to provide some 1-1 support but can also use it to support the child in a wider sense. Educational need is the priority but we can also support music lessons, sports clubs and activities etc.

A child is entitled to pupil premium if their family is on a low income and entitled to 'free school meals' or if they are adopted or in care (looked after full time by another member of the family can sometimes fall under this category).

If your total income is no more than £16,190 or if you are in receipt of the following benefits (even temporarily), your child may be eligible for free school meals and pupil premium.

Child tax credit (but without working tax credit)
Income support or income based jobseekers allowance

Please see the school office if you think this may be something you can apply for – it can really help your child's education. It is worth noting that if a family is out of work even just for a short amount of time and would qualify for this it is still worth applying because the child gets the money allocated for the next 6 years even if you go back to work.

Productions

We like to give children opportunities to perform on the stage so we have a Christmas nativity for the younger children and a Christmas production for the rest of the school. Year 6 finish their time at the school with a production of their own.

Safeguarding and Security at The Grove School

The entrance at Heath Way will only be open from 8.45 -9.15 and 3.10 -3.30 and closed for the rest of the school day.

Any parents, carers or visitors needing to come into school will need to use the front/main entrance on The Grove (double glass doors). This avoids visitors making the long walk past the children in the playground and in their classrooms.

We are really pleased that Leechwell gardens has become such a great place to play after school as we will have to enforce our policy of all children and parents to be off site by 3:30pm unless in a club or attending Orchard club.

It is an Ofsted requirement to have a secure Primary School site and of course it is by far the best approach for your children so we really appreciate your assistance in keeping our children safe.

Nearest toilets once the school is closed are in the Civic Square.

School Hours and Office opening times

The Grove School opens 8.50am and classes start at 9am. School finishes at 3.15pm and parents are allowed onto the premises at 3.10pm. The registers close at 9.15 and 5 minutes after the lunchtime break.

The school office is open from 8.30am until 3.30 outside of these hours we have an answerphone service. Alternatively, you can email the school at admin@the-grove-primary.devon.sch.uk

School Office Interruptions

Please could all parents and carers all try to remember to give their children all that they need for the day, this includes water bottles, snacks, lunch boxes, bookbags, coats, PE kits, Forest School Kit, music books, musical instruments, homework and after school snacks.

Please tell the teachers at drop off who will be picking up your children at the end of the day.

We try to keep office interruptions to a minimum as forgotten items and messages have to be taken to the children in their class which takes time but also interrupts their learning.

Sun-cream

Please put sun-cream on your children in the morning before school and please remember to bring hats to school for children to wear outside. If children need to apply sun-cream during the day then please could you let the teacher or teaching assistant know in the morning. Staff will help the children apply the sun-cream themselves.

Starting in September

Your child can start full time from Tuesday 5th September, if you would like a staggered start then we suggest that mornings only for the first week, adding in lunch time after a few days would work best. If you wish to continue the staggered start for longer then you will need to discuss this with the Headteacher. We aim to be as flexible as we can and respond to accommodate the needs of the children and please keep us informed of your child's timings.

Children's Term dates 2017 – 2018

Autumn Term – Tuesday 5th September until Friday 15th December inclusive

Half term – Monday 23rd October – Friday 27th October 2017 inclusive

Spring Term – Wednesday 3rd January until Thursday 29th March inclusive

Half term – Friday 9th February – Friday 16th February 2018 inclusive

Summer Term – Tuesday 17th April until Wednesday 25th July inclusive
Half term – Monday 28th May – Monday 4th June inclusive

All dates are shown on our website.

Themed Week and Sports Funding

Each term the school has a 'themed week' in which we decide a theme and run this through the whole school. These can follow any curriculum subject, sports or educational themes.

Every year we receive Sports Funding from the government to develop sporting skills throughout the school. In 2016 our reception children went to Dart Rock climbing.

Thrive and Special Needs

We use a system called Thrive throughout the school. All children will be assessed throughout their time with us to ensure children maintain a healthy emotional development.

If you wish to know more please speak to a member of staff or see the website

www.thriveapproach.co.uk

We have a Special Needs co-ordinator, if you think your child may have special needs then please mention this to your class teacher who will arrange for you to meet the SEN co-ordinator.

Trips, Cooking and Swimming

We like the children to have lots of experiences so the classes cook and go on trips every year. When children are in Year 2 they then start swimming sessions during the summer term. You will receive a letter about cooking, swimming and any trips planned and we always ask for a contribution towards the cost of cooking, swimming and trips. If this is difficult then please do come and talk to us as we can arrange instalment plans.

Uniform

You will be able to order your uniform online and it will be delivered to you at home. To order please go to www.mapac.com and follow the steps below:

Step 1 Click 'Education'

Step 2 Click 'are you a parent' and then 'find my school'

Step 3 Click the 'find my school' tab and find The Grove School's unique online shop

Our uniform policy is:

For Boys

- Plain grey or black trousers or shorts (no jeans)
- Gold school polo shirt or one of a similar yellow colour
- Burgundy school sweatshirt or one of a similar burgundy colour
- Any colour socks

For Girls

- Plain grey tunic/skirt or grey or black trousers or shorts (no jeans)
- Gold school polo shirt or one of a similar yellow colour
- Burgundy school sweatshirt/cardigan or one of a similar burgundy colour
- Any colour tights or socks
- Red/white or yellow/white checked summer dress
- Red/yellow/white/grey leggings to match skirt worn. No leggings without skirt.

Footwear

- Black shoes or trainers
- Dark coloured winter boots
- Summer sandals any colour – no 'Crocs' or flip flops

Accessories

There is also a school cap available which is optional.

There is a book-bag which the children will all need for their reading book and letters home from school etc. The bag is available from the school office.

Pupils are not permitted to wear any jewellery with the exception of a watch and stud earrings. We do not encourage nail varnish or 'tattoos' either in school so please avoid these. If pupils are wearing stud earrings they must put tape on these when doing P.E.

PE Kit

All children should have a named shoe bag with trainers (not plimsolls as the grip is poor) and the games kit inside it. Please encourage children to have the correct kit. This is also available from www.mapac.com.

All children should change for these activities. If they have not got the correct kit then they should change as much as possible and still take part as much as is safe.

If pupils are wearing stud earrings they must put tape on these when doing P.E.

Boys and Girls PE/Games Kit

- White t-shirt
- Black shorts /leggings/jogging bottoms for winter
- Trainers

(For out of school sports events teams will wear The Grove team strip provided by school.)

PLEASE ensure all clothing is labelled with your child's name. Personalised name labels are available from www.mapac.com

Whole school information

We have a website full of information including all our school policies, information about the curriculum and each class.

You

We can help you too – if parents are happy then children tend to be happy. We are trained in helping you access other agencies e.g. social services, mental health, health, police etc. We are trained in dealing with bereavement for children, for helping children cope with divorce and separation, for domestic violence and child protection.

We really need to know if anything at home changes for your child – we will notice differences day to day and it really helps them if we have some idea what is going on in their lives. You can trust us to remain confidential. The only time we are obliged to pass on information is if there are child protection concerns, but we are obliged in 99% of cases to talk to you about any concerns before acting, or if we feel someone's life is at risk.

We also employ a Parent Support Advisor who is very helpful and knowledgeable – you can contact Sandra Maggs on 07904491207 or smaggs@tsjprimary.org.uk

Thank you for taking the time to read our information.