

Telephone 01803 862018

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

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

www.facebook.com/thegroveschool

Information handbook for

parents

**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. If your child has a high percentage then they review and will be in contact with you.

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

**After School Clubs**

We run after school clubs for children but we do not run these for Reception children as they tend to be too tired. This is not to be confused with after school care and cannot be relied on as child care.

**After school care**

We run an after school care club called The Orchard Club – please contact Laura at theorchard@the-grove-primary.devon.sch.uk

**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 have always been assessed on-entry to the school but this year we are following the government scheme for the first time. It won’t feel like they are being assessed and just involves 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.

**Forest school**

Most of the 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 crisps, no sweets and NO NUTS.

**Getting your child ready for school - Reception**

Toileting – please try to ensure your child can use the toilet and wipe themselves, please also ensure a spare set of clothes for their PE 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 take off their own coat, hang it on a peg 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 paid for by the government. We offer home cooked meals and also a sandwich option. 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.

**Lunch times**

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 with your child then please just ask your class teacher to arrange it with the kitchen.

**Break times**

Key Stage 1 – 10.30 am until 10.45 am

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/consultations**

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.

**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

**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). 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. We like to have a Spring concert for the younger children and Year 6 finish their time at the school with a production of their own.

**School Hours**

The Grove School opens 8.45am 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. Please ensure you leave the school site by 3:30 so we can lock down the school to keep our school and after school clubs safe. If you need to collect your child during the school day or from a club then please use the front entrance on The Grove.

The school office is open from 8.30am until 4.30 outside of these hours we have an answerphone service. Alternatively, you can email the school at admin@the-grove-primary.devon.sch.uk

**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**

Usually we offer a staggered start to the school for Reception children, this year we have decided to let parents decide if their child needs a staggered start to school.

If you would like your child to start full time from September 3rd then this is fine, if you would like a staggered start longer than the 18th September 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.

**Children’s Term dates Please see our calendar**

**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 such as outdoor sports, inventors, art based, Science based etc

Every year we receive Sports Funding from the government to develop sporting skills throughout the school. Please see the full report on the website.

**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](http://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.

**Transition sessions**

We have three mornings in July when the whole school have transition sessions with their new teachers. Reception parents are invited into school to join this.

**Trips**

We like the children to have lots of experiences so the classes go on trips every year. You will receive a letter about any trips planned and we will be asking for a contribution towards the cost of the trip.

**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](http://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
* 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
* 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 – 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) 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 short /leggings/jogging bottoms for winter
* Trainers or pumps

(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](http://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@totnes-st-johns-primary.devon.sch.uk.

Thank you for taking the time to read our information.