



Information for new parents

2019-2020

01803 862018

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

Who we are and how to contact us

Hilary Priest	Head Teacher	head@the-grove-primary.devon.sch.uk
Rebecca Rockett	Reception and Administration	admin@the-grove-primary.devon.sch.uk
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
Sendco		sendco@the-grove-primary.devon.sch.uk

Acorn Tree Unit (Reception) Sophie Hedley-Clark <sophie@the-grove-primary.devon.sch.uk>

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

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.

Evidence needs to be supplied if children have 5 days of illness or if your child's attendance is 96% or below.

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 £3.50 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).

Before School Club

Call Vikki 07720430420 – derhamvictoria@hotmail.com

The before school club runs from 7:50 – 8:50 Tuesday to Thursday. It costs £5 per hour. There are a limited amount of spaces available. There will be fresh fruit and water available and if you wish your child to have breakfast with us, please do pack some additional appropriate food. 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 Vikki Drew. If you require an emergency last minute space please contact Vikki on 0770430420 and leave a message.

Assemblies

We have assemblies each day in school (which the new Reception will start to join as the year progresses). On Mondays and Fridays we have a whole school assembly. On Thursdays we have a whole school singing assembly and on Tuesdays and Wednesdays we have Key Stage or class assemblies. Key Stage 1 have a 'birthdays assembly' each week where children's coming of age is celebrated.

Each week class teachers decide which children may receive a praise certificate for something outstanding they have achieved and we decide on a 'class of the week' for a great team effort. We also like to share children's successes out of school and so children are welcome to bring in certificates, medals and trophies to share with the school. We have regular sporting celebrations for our sports teams efforts and for the swimmers.

Each term we follow an assemblies theme which follows through the assemblies in the school. Being one of the only non-church schools in the area we maintain a broad perspective to suit all beliefs and concentrate on good moral values, British values and customs and try to be thought provoking and reflective. We also hold a termly assembly specifically about bullying, with an awareness and 'what to do if' theme.

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. In Key stage 1 and Early Years 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.

Birthday treat

You may notice the occasional child out of school uniform. A few years ago the children decided that they would like to wear their own choice of clothes for their birthdays (or the school day nearest to their birthday) as a way of celebrating their special day. Children don't have to do this – it is up to them if they want to 'stand out' for their day.

Dropping children off out the front of school

Please could you not pull up in front of our disabled space to drop children off. It is causing an obstruction to pedestrians including children and is very dangerous. You can get a local residents pass to cover you until 10am and after 3pm in any South Hams carpark for £40 a year. Here is the link <https://www.southhams.gov.uk/article/3075/Resident-Parking-Permit>.

Traffic wardens regularly patrol this road especially during the morning and pick up.

Flu Vaccinations in form of a nasal spray

NHS England are offering all children in Reception, Years 1, 2, 3, 4 and 5 Inclusive, a flu vaccination administered in the form of a nasal spray. The vaccination will be administered at school by a specially trained Boots Pharmacist and usually takes place in October. All children in these years will be given an information pack which contains a consent form for you to complete and hand in to Rebecca.

Forest school

Class teachers are Forest School trained so your child will have Forest School every week. This is when they may 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 and the school will register your child online. Once your child is 5 they will not receive any milk at snack time. If you would like them to still have milk in school it will need to be paid for. Please see Rebecca for more details.

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.

Foodbank Referral

Sandra Maggs has close links with the Totnes Connection Hub and Foodbank. We are very aware that the summer holidays in particular, can be a difficult time for those families of children on free school meals. We would therefore like to invite families who would benefit from support over the holidays, to contact Sandra if they would like a referral to the Foodbank. This referral would allow families to collect food parcels for the six weeks of the school holidays (normally referrals are for a three week period only). It will also give families the option to collect a picnic lunch on Tuesdays and Thursdays during the holidays. If there is enough interest we will also be offering some cooked lunches during August.

Anyone who needs support can contact Sandra on smaggs@the-grove-primary.devon.sch.uk. This is not exclusively for those on free school meals but anyone in need can access this service.

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 accidents. 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.

Late Children

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

High levels of lateness can result in a referral to the Educational Welfare Service or other agencies which have a duty to investigate further.

We understand that there are sometimes emergencies that can result in a child being late but we ask all parents to support their children, by getting them into school each day by 8.50am.

When children arrive late, they are greatly disadvantaged because they miss the start with their peers and they miss out on essential instructions given at the beginning of the lesson. This means they are often unsettled and confused about what to do.

If you are experiencing difficulties with punctuality and would like to talk to us please come and make an appointment.

Lunch

All meals for children in Reception, Year 1 and Year 2 are currently paid for by the government. We offer a choice of 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.

For children in Key Stage 2 (Years 3, 4, 5 and 6) meals cost £2.50 per day unless your child qualifies for Free School Meals. The meals needs to be paid in advance at the office by cheque (Devon County Council) or cash.

Our policy is that if more than £12.50 is outstanding then we cannot provide a lunch for your son/daughter until it has been settled and therefore you will need to provide a home packed lunch.

Lunch times

Reception 11:45 until 13:00

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 when they are 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 metal nit comb on a weekly basis.**

Parents Evenings

We 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 Residents Concessionary 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, Dittisham, The Ham and Dittisham, The Level, South Embankment Dartmouth). 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.

Highways

Highways have informed us that they will be patrolling the front of the school more regularly in the mornings at drop off time and at school pick up time. They have received complaints from local residents and parents. The Highway code states that for single yellow lines that 'No waiting during

times shown on sign' and on the Zig-Zag markings mean 'Keep entrance clear of stationary vehicles, even if picking up or setting down children'. There is no grace period of 2, 5 or 10 minutes.

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 next AGM is on Wednesday 25th September at 3.30 at school in the hall.

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 and Free School Meals

Some children are entitled to pupil premium funding and Free School Meals 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.

The website address for this is:-

https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Login?ReturnUrl=%2fCCSCitizenPortal_live

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. These can take place at the school or at The Ariel Centre at KEVICC.

Safeguarding and Security at The Grove School

The entrance at Heath Way will only be open from 8.45 -9.00 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 4.30 (3.30 on Fridays) 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 in the morning 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.

Reminder of start time for school and lessons

Lessons start at 9am which means that children should be in class, coats off and bags in lockers and sat on the carpet or at their table ready for the teacher to take the register. A few children are starting to arrive at school at 9am or just after. We understand that there are sometimes emergencies that can result in a child being late

The school opens at 8.45/8.50 am and then the bell rings at 8.55 am to tell people that it is time to go to class.

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

The first day of term will be on **Tuesday 3rd September**.

Thank you to everyone who has told us when their child will be attending over the first four days.

Children's Term dates 2019 – 20

Autumn Term – Tuesday 3rd September until Friday 20th December inclusive

Half term – Monday 21st October – Friday 25th October 2019 inclusive (first day of school is Monday 28th October 2019)

Christmas Holidays - Monday 23rd December until Monday 6th January inclusive

Spring Term – Tuesday 7th January until Friday 27th March inclusive

Half term – Friday 14th February – Friday 21st February 2020 inclusive (Last day of school is

Thursday 13th February 2020 and first day back is Monday 24th February)

Easter Holidays - Monday 30th March until Tuesday 14th April inclusive

Summer Term – Wednesday 15th April until Tuesday 21st July inclusive

Half term – Monday 25th May – Monday 1st June inclusive (First day of school is Tuesday 2nd June 2020)

May bank holiday is Friday 8th May (VE Day anniversary)

Summer Holidays - Wednesday 22nd July until Tuesday 1st September inclusive

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.

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 SEND 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 – Please label all your children's uniform either with labels or pen.

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. 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 – This must be in school at all times and please label.

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.

Home School Agreement

The family will try to:

Make sure our child attends school and is on time and let the school know if our child has to be away.

Attend parents' evening and support our child's life at school as much as possible

Work with our children, supporting their reading/home learning as much as possible.

Let the school know about anything that may affect our child's work and well being at school.

Support the school's policies especially with behaviour and uniform.

The pupil will try to:

Be friendly to others and not bully anyone.

Be polite and well behaved.

Do all class-learning and homework as well as they can.

Wear the school uniform and be tidy in appearance.

Take good care of the school buildings and equipment, and other people's property.

The school will:

Keep your child safe and secure whilst in our care.

Respect your child, valuing them for who they are, treating them fairly and equally.

Try hard to make our school challenging and fun, share information with the family and welcome our partnership with you.

Understand and listen, helping with learning and problems.

Recognise the importance of home learning as a home/school link and provide it regularly.

Acceptable Use Agreement: Pupils - Primary

Primary Pupil Acceptable Use Agreement/Online Safety Rules

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or upsetting. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my Online Safety.
- I will report anything I see online that makes me feel uncomfortable to my teacher.

Paperwork needed from you:

Online Safety Policy

SI I/1 and SI I/2 Data Collection on Admission to School

Parental Permissions document