



The Grange Community Infant School

Parents' Handbook

2023-2024



Staff

Senior Leadership Team

Mrs M Smith	Headteacher
Mrs E Adams	Deputy Headteacher
Mrs T Jones	Inclusion Lead
Mr J Porter	Assessment Lead / EYFS Lead
Mrs A Richardson	Business Manager

Reception Classes

Miss E Hoskins	Ladybird Class	
Mr J Porter	Owl Class	Mr J Porter Year R Leader
Mrs R Noble	Hedgehog Class	

Year 1 Classes

Mrs J Denney	Poppy Class	
Ms R Miller	Buttercup Class	Year 1 Leader
Mrs J Peters	Clover Class	

Year 2 Classes

Mrs M Oldale	Daisy Class	Year 2 Leader
Mrs J Farrell	Fern Class	
Miss L Gardner	Bluebell Class	
Mrs C Dale	Music Teacher - across all year groups	

Support Staff

Mrs M Gage	Office	Administration Assistant
Mrs M McMullan	Office	Administration Assistant
Mrs S Scott	Office	Administration Assistant
Mr G LaRoche	Site Manager	
Mr J Devonish	Sports Coach	Woking Football club

Teaching Assistant Team

Extended School Teams

Mrs J Barber	
Mrs H Bond	
Mrs H Brann	Mrs O Van Den Brul - Earlybirds Club Manager
Ms D Canon	Miss T Moses - Earlybirds Club
Mrs P Cheung	Ms D Canon - Earlybirds Club
Mrs C Ellis	Miss A Thompson - Earlybirds Club
Mrs G Flindall	
Mrs L Gordon	
Miss A Grove	
Mrs H Hall	
Mrs A Hodgkinson	
Miss T Moses	Mrs D Saengmanee - After School Club Manager
Mrs R Peverall	Miss T Moses - After School Club
Mrs D Saengmanee	Mrs L Gordon - After School Club
Miss A Theobald	Miss V Chaplin - After School Club
Mrs O Van Den Brul	Miss A Thompson - After School Club
Mrs K Vincent-Morris	Woking Football Club - After School Club

GOVERNORS

THE GOVERNING BODY OF

THE GRANGE COMMUNITY INFANT SCHOOL

Mr J Parker	Chair of Governors
TBC	Vice Chair
Mrs M Smith	Headteacher & Governor
Mrs A Richardson	Co-Opted Governor
Mrs P Allison	Co-Opted Governor
Vacancy	Co-Opted Governor
Vacancy	Parent Governor
Mrs H Spencer	Parent Governor
Mr B Rollo	Parent Governor
Mrs R Hucker	LA Governor
Mrs C White	LA Governor
Mrs M Oldale	Staff Governor

You can contact the Governors through the School Office.

Information about Governors at The Grange can be found on the school website under Key Information/Meet the Governors. A termly newsletter updates parents on the work of the Governors.

SAFEGUARDING

At The Grange Community Infant School the safety of all our children is a priority. If you have any concerns about a child, please contact the Designated Safeguarding Leads at the school Mrs E Adams, or Mrs T Jones, Mrs Smith or Mr J Porter. Should your safeguarding concern be about Mrs E Adams, Mrs T Jones or Mr J Porter please contact the school office. Should your safeguarding concern relate to Mrs Smith please contact the Chair of Governors with your concern via the e-mail chair@grange.surrey.sch.uk.

The Safeguarding policy is available on the school website. This indicates the responsibilities of staff members with regard to safeguarding procedures. Should you wish to receive a paper copy please contact the office.

The school is part of the Operation Encompass scheme which runs jointly between local schools, Surrey Police and Surrey County Council. This is designed to provide information to the school on any domestic incidents that occur outside of school when there has been police involvement.

As part of the Safeguarding and Data Protection Policies we do not give class lists of children's names to parents.

PRACTICAL INFORMATION TIMES OF SCHOOL DAY

The school doors open at 8:35 am for: Early morning work and registration with gates closing at 8:45 am. Afternoon school ends at 3.15 pm with all gates closing at 3:25 pm (except on the last day of term when we finish at 1.30pm). Assembly is in the afternoon at 2:45 pm.

Arriving

The expectation is that all children arrive punctually for school. All parents have signed our Home/School Agreement that agrees to ensure children are in school on time before the 8:45 am gate closure.

Each class has an allocated entrance into school in the morning. **Parents are responsible for their child when waiting in the playground.** Please do not drop your child off outside of the school gates. The school doors open at 8:35 am. Children cannot be admitted into the school building before this.

The school operates a security system where all outside doors are locked when the bell rings at 8:45 am, at which time the children should be in their classes. All latecomers must be signed in at the office, by a parent or carer, for the safety and security of the children. When waiting outside for the gates to open at 8:30 am please ensure that the foot path is not blocked and an orderly queue is formed.

Playground Safety

Although our playground has some inviting apparatus for the children to play on, we would like to point out that it is for the use of The Grange children only whilst under staff supervision during the school day or at the After School Club. Please keep all the children in your care away from the apparatus. **The school is not responsible for the children before or after school. We also ask parents to ensure that they oversee their children while waiting for the class doors to open and ensure children do not ride scooters/bicycles or play football within the school grounds.**

Parking

There are few parking spaces very close to the school. We ask that you walk where possible, but if you need to drive, that you use our voluntary one-way system, (from Queen Mary's Drive into The Avenue, then right into Manor Drive), park away from the school and consider other road users and residents (See map in Annex B). For the safety of our children, please do not stop on the zig zag lines or the zebra crossing. The Police do carry out spot checks.

Collecting

Parents wait in the playground by the classroom door to collect your child.

The school is not responsible for the children before or after school. We also ask parents to ensure that children do not ride scooters/bicycles or play football within the school grounds. Please note that the gates open in the morning between 8:30 am - 8:45 am and in the afternoon between 3:05 pm -3:25 pm. Can all parents ensure they vacate the site before the gates closes so that we can secure the site.

Security

We aim to make The Grange a secure site for all during the school day and also to ensure the safety of all in the case of an emergency.

- The doors are secured when the bell goes at 8:45 am.
- Children who arrive late must be signed in to school at the office by their parent/carer.
- Children who leave or return to the school during the school day must be signed out and in.
- Anyone visiting the school must sign in at the Office.
- FRoGS Volunteers must have been checked by the DBS and attended safeguarding training with Mrs Smith. They must also sign in and wear the appropriate visitors pass.
- If you are not picking up your child on a particular day please tell your child and also the class teacher or the office staff who it is that will be collecting him/her.
- If you are going to be unavoidably detained please telephone us.
- Please do not pick up any other child without consent from his/her parent. The school needs to have been advised by the parent who is collecting their child.
- Children must not be collected by junior school age siblings.

Personal Property

From time to time your child may be asked by their class teacher to bring in items from home that relate to topic work. However, please do not send anything that is precious or expensive. Children should not bring in their own toys as these may get lost or broken.

Daily Assembly/R.E.

We have a daily assembly. We try to raise children's awareness of their place in a multi-cultural and social world and help them to realise the consequences and repercussions of their actions on others. We promote British values of respect, fairness, responsibility, justice, freedom and equality and our school values. Assemblies may be led by visitors.

Religious Education lessons are planned using the Surrey Syllabus which incorporates Christianity, Judaism and Islam. Parents may request that their child be withdrawn for R.E. lessons or assemblies.

Friday's Celebration Assembly celebrates good learning and individual achievement both in and out of school. A "Kindness/Respect Cup" is awarded weekly to a child who has been nominated for specific acts of kindness. Other trophies are awarded for Reading, Handwriting, Maths and all of these need to be returned to school the following Thursday. Birthdays are celebrated in assemblies.

Term Dates

The following gives the dates for each school term. There are 5 INSET days when the school is closed. These are to help staff keep their skills and knowledge up-to-date. In 2023/2024 the dates are the same as New Haw Community School.

	Start	End
Autumn Term 2023	Monday 4 September	Friday 15 December
Half term	Monday 23 October	Friday 27 October
Spring Term 2024	Tuesday 2 January	Thursday 28 March

Half term	Monday 12 February	Friday 16 February
Summer Term 2024	Monday 15 April	Friday 19 July
Half term	Monday 27 May	Friday 31 May

INSET DAYS FOR 2023/2024 – School is closed to children on the following dates:
1 SEPTEMBER 2023; 1 DECEMBER 2023; 9 FEBRUARY 2024; 22 & 23 JULY 2024 –
MONDAY 6 MAY 2024 (May Day)

The following are dates for the academic year 2023/2024, taken from the Surrey County Council Web site www.surreycc.gov.uk.

ACADEMIC YEAR 2024/2025
Autumn Term 2024 2 September to 20 December 2024 Half Term 28 October – 1 November 2024
Spring Term 2025 6 January to 4 April 2025 Half Term 17 February – 21 February 2025
Summer Term 2025 22 April to 22 July 2025 Half Term 26 May – 30 May 2025

Absences

If your child is going to be absent from school for any reason, please telephone the School Office (01932 346113) before 9:30 am. on the day of absence. Choose Option 1 to report an absence. In the case of the school not being notified Children's Social Services may be contacted. Our registers are checked regularly by the Inclusion Officer and unauthorised absences must be recorded. Absences such as a birthday treat, or day at a theme park during a school day will not be authorised.

Absence During Term Time

Children should only be absent from school in term time under exceptional circumstances. Time lost by children being taken on family holidays in term time disrupts their learning. Family holidays should take place during the school holiday dates. In exceptional circumstances, if absence is required, an application for leave of absence form should be completed. This should state clearly the reason for the absence. These forms are obtained from the school office.

Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice. Penalty Notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct. The Penalty Notice is £60 per child per parent/carers, if paid within 21 days, or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in your being served a summons to appear at the Magistrates Court.

Persistent lateness and absence are dealt with by Surrey County Council's Inclusion Officer. We are passionate about your child's attendance because studies show that for your child to achieve both academically and socially, good attendance is vital. We want to offer as much help, advice and support as we can to help you maintain good attendance for your child. In Summer 2024 attendance for all pupils will be issued with Records of Achievement. However if you would like to know what your child's attendance is at any point, please ask the school office who will be pleased to provide it.

Uniform

It is essential that ALL clothing, (including shoes), is named so that any lost property can be returned quickly. Any property not claimed at the end of each half term will be recycled.

The wearing of school uniform by the children is strongly encouraged as we feel it helps to develop a sense of belonging.

Dark coloured coat, anorak or school fleece	Dark coloured coat, anorak or school fleece.
Grey trousers	Grey pinafore dress/skirt/trousers/shorts
Grey school shorts	Green sweatshirt/cardigan
Green sweatshirt	Yellow polo shirt
Yellow polo shirt	Yellow and white gingham summer dress (optional)
	White cycling shorts can be worn under summer dresses for modesty reasons
Black or grey socks	White socks or green or grey tights, not leggings
Black shoes - <u>not trainers</u>	Black shoes - <u>not trainers or boots</u>
	Hairbands/ribbons - green, white, black, yellow, brown, NOT red or bright pink!

These may be mixed and matched according to the season. NB "strappy" summer sandals and heels are not safe in the playground and should not be worn.

Uniform can be purchased from School Uniform Direct, West Byfleet, telephone number 01932 354409 or on line at www.schooluniformdirect.co.uk or also from high street chain stores.

Nearly new sales are held periodically by FRoGS.

Simple watches can be worn but not fitbits or smart watches. Children must be able to remove them for PE and the school cannot take responsibility for them.

Nail polish, tattoo transfers and jewellery are not appropriate for school. Please ensure your child's nails are short.

On themed days or 'Mufti' days when children have a non-uniform day please observe usual rules for footwear and avoid unsuitable fashion items. We do not expect parents to buy expensive costumes it is amazing what some imagination and tea towels can accomplish! You will be informed of any such days in advance.

Children must not bring mobile phones to school.

It is expected that children do not have extreme hairstyles or patterns shaved into short hair. Bandanas should not be worn.

Children use a bookbag to carry belongings. One small keyring to help identify the bookbag is appropriate but please do not add large keyrings as they will not fit into the storage trays. Inappropriate keyrings might well be removed and placed into the book bag to take home. Rucksacks must not be brought to school as there is no storage space.

PE Kit

In the interests of safety all children should be properly dressed for PE and games.

PE

White t-shirt and green shorts

Trainers with Velcro fasteners black or dark in colour

Tracksuits - green or black preferably or dark in colour.

Children have both indoor and outdoor PE lessons. Children should come to school in their PE clothes and trainers on their PE days.

PE Sessions

Children have at least two PE sessions each week and these include gymnastics, games and dance. Earrings **MUST** be removed before PE lessons. Staff are not allowed to remove the earrings for the child. The days of the PE sessions will be shared on the induction days or on the school website. (If you intend to have your child's ears pierced, this is best done at the beginning of the summer holidays so that the ears have time to heal before the earrings are removed for PE lessons).

If your child wears a Medical Alert bracelet or a Sikh bangle then these must be covered by a green sweatband which the school can provide.

It is Surrey County Council policy that no jewellery is to be worn for PE.

Water

Children may bring in a named bottle of water for drinking during the day. We ask that children only bring water and not juice or squash. Please note that children have access to water coolers to refill their water bottles.

Snacks

The school participates in the Government free fruit/vegetable scheme. All children are provided with a free fruit or vegetable snack and are not allowed to bring any other form of snack, such as crisps or biscuits.

The school takes part in the Cool Milk for School scheme. Parents can pay for their child to have a carton of milk. You need to register your child for milk and can apply on line at www.coolmilk.com (information current at time of printing). Milk is free of charge until a child's fifth birthday. It is also free of charge for families who are in receipt of certain Government benefits and have registered their eligibility with the school.

Lunchtimes

All infant age children are eligible to receive a lunchtime meal free of charge under current legislation. Meals are cooked daily in our school kitchens and are eaten in the hall. There is a hot meal each day and, when specifically asked by parents, we try to accommodate any allergies and intolerances. Vegetarian and Halal options are available on request. Please advise the Office before 10.00am if your child is going to be late but will require a lunch. It is not possible to inform parents of last minute menu changes. Any special dietary requests will require a form to be completed and agreed with the school kitchen. Without this form, the kitchen will not be able to provide children with lunch.

Please phone the school if you wish your child to switch between school dinners and packed lunches. All children are supervised during their mealtime.

Guidance for Packed Lunches

Packed lunches must be brought in a clearly labelled container. Drinks in glass containers or cans are not permitted. Children **MUST NOT** bring nuts (including foods containing nuts e.g. peanut butter or Nutella) as some of our children suffer severe allergic reactions if they come in contact with them. Please remember when packing your child's lunchbox healthy eating guidelines and avoid high sugar and high fat content foods. We are unable to accommodate hot lunches/drinks brought into school from home.

Admissions

We are a three form entry school where children are admitted into Reception full time, after a short settling in period. In all year groups, children are grouped into three classes which change at the end of Year R and Year 1. Should you have any concerns please speak to your child's Teacher at the beginning of the Summer Term before new class lists are decided.

Children admitted to the school who move into the area will be placed in a class which has the vacancy.

Behaviour

Our children have a good reputation for being well behaved and well mannered. We have a whole school approach to behaviour management. All our children are encouraged to think about the effect of their behaviour on others, how they can resolve conflict and how they can repair any harm caused by their actions. At playtimes we operate a card system. A green card is issued for good playground behaviour. If a child's behaviour is not as expected they are issued with a warning and a restorative justice conversation. If a child gets a warning and restorative justice conversation parents will be informed by the class teacher that day. Every consideration is given to ensure that misbehaviour is dealt with appropriately. Small problems are dealt with by the class teacher while more serious cases are referred to Senior Leaders or the Headteacher.

In cases of serious or continuing unacceptable behaviour parents will be contacted. Discipline becomes more of a problem when the child is presented with two differing sets of standards - one from home and one at school. We expect parents' support in helping us to maintain the good level of behaviour which exists at The Grange. All parents will have been given a copy of the behaviour policy when registering with us and will have signed that they agree with its principles.

PARENTAL SUPPORT

Parent Helpers/Volunteers

We welcome parent volunteers to come into school to support children in their work. We ensure parents are working in parallel classes to their own child for safeguarding purposes. All volunteers would need a DBS. If you are interested, please talk to someone in the office. Volunteers will be given a safeguarding Induction before commencing any support work.

Keeping Informed

We are very proud of the good relationships we have with our parents. It is important that the children see us working together and in agreement. If we have any concerns about your child, we will contact you to discuss them. In return we ask that if there is something that we should be aware of, that may affect your child's happiness or wellbeing at school, please let us know.

If you have a concern that you need to discuss, please try to ensure you discuss it with the class teacher or the year group leader at a time when he/she is free. Mornings are always very busy as the children are coming into school, but we are happy to make an appointment for you as soon as possible. The Headteacher is also available, by appointment, to discuss any concerns or queries you may have. Emergencies will be dealt with immediately.

Home Learning

All children take home a story book of their choice on Mondays, Wednesdays & Fridays. These are to be shared with them at home and to be predominantly read by an adult. These are vital to ensure the children have exposure to language and a role model showing them how to read. Children will also take-home weekly phonics books. These will be closely matched to the phonics teaching in their year group. These books will have already been read in school and the teaching will have focussed on fluency, expression and reading with comprehension. This follows our Systematic Synthetic Phonics scheme- Little Wandle Letters and Sounds Revised. We would expect children to finish this scheme at the end of Year 1 or at the start of year 2. Children will then be assessed in reading and will take home books from a colour banded selection. Within each book band you may find that some books appear to be easier than others. This allows the children to gain confidence with easier reading and to be challenged with harder books. Many children bring the same book home several times- again this helps their confidence. Also, in the book bag there is a Home Reading Diary in which titles of the reading books are listed. There is also a space for you to record your comments.

All year one and year two pupils will also have maths work set weekly on Doodle Maths. Please see your class teacher for log ins. Teachers will also set half termly projects related to the upcoming topic.

WOW Stars

In Reception parents are invited to send in completed 'WOW Stars' detailing examples of good learning at home.

HEALTH/MEDICINE

Medicines

Parents must take responsibility for children on prescribed or non-prescribed medicines during the school day. You are most welcome to visit the school during the day to administer any necessary medicines but please bear in mind that if a child is on medication he/she may not always be well enough to be at school.

If your child is on long term prescribed medication please discuss this with our Parent Partner. If your child uses an inhaler for asthma please contact the school office and complete the relevant paperwork. The child needs to be able to use the inhaler themselves but staff can assist.

Children who need to wear sunglasses for medical conditions can do so.

Sun cream should be applied in the morning before your child attends school. If your child needs to have more applied during the school day you would need to come to the school to apply.

If lip balms need to be applied for chapped lips particularly in winter they need to be handed to your child's teacher due to many containing nut oil. Please put a sticker on the container with your child's name on.

Health Checks

Health checks are carried out by our School Nurse from The Child and Family Health Service, based at The Grove Community Health Centre, Egham during the school year for all new entrants. Nurses from Children & Family Health visit the school to carry out nasal flu vaccination for Years R, 1 and 2.

Nasal Flu Vaccinations

All children are offered the Nasal Flu Immunisation. Details will be sent in the Autumn Term about this.

Head Lice

The problem of head lice is common in schools. We advise that you check your child's hair regularly. If you do find head lice, we ask that you inform the school so that we can alert other parents. If we see live lice on your child, we will ask that you take him/her home to be treated. It is recommended that the whole family are treated at the same time.

Sickness and Appointments

If your child is unwell during the day, we will telephone you. If you need to take your child home, we ask you to sign him/her out at the office. If your child is unwell with vomiting or diarrhoea, the Health Protection Agency recommend a period of 48 hours, from the last bout of illness, before your child returns to school.

If you need to take your child out of school during the day for a medical appointment, we ask that you put this in writing with a copy of the appointment letter and, again, sign him/her in or out. Where possible, we ask that children are registered for morning and afternoon registration and then attend their appointment.

Accidents

If your child has a minor accident during the day we may send a pink slip home detailing the accident or we may ring you. This will only happen if we think we need to inform you of the accident, (a graze to a knee would not warrant a pink slip). If an injury is more serious then we would contact you immediately.

In the event of our not being able to contact you if your child requires hospital treatment as a result of accidental injury, we will make arrangements for an ambulance to take him/her to hospital and accompany him/her until a parent can get there.

Head injuries/bumps - we will always send a text message to let you know your child has bumped their head at school. This would indicate a minor bump/injury to the head that has not required treatment at the school office. The child will also wear a head bump sticker and will have a note in the bookbag detailing the date and time of the head bump. If the bump/injury was more serious we would telephone you to discuss the bump/injury. We will also send home a "Head Injury Advice Sheet" for all bumps/injuries to the head.

We are required to record all accidents and these are filed individually, for data protection reasons, by the school office.

COMMUNICATION

In Autumn and Spring your child's teacher will discuss your child's progress.

During the summer term you will receive a Record of Achievement.

Where children do not live with both parents we supply copies of Records of Achievement and other school information, such as newsletters, to the second parent if requested, preferably by email. Please contact the office staff should you wish to receive a second copy.

In Reception we use 'Target Tracker Link' to share children's learning experiences periodically with parents.

Please ensure you speak to the adults in school regarding any issues arising about your children and refrain from approaching other parents to safeguard yourself.

Notes and Newsletters

We produce a weekly newsletter to keep parents informed about what is happening at school. As an eco school we are keen to reduce the amount of paper we send out. If you have supplied an email address most newsletters/notes will be emailed to you. If you need to amend an email address please email the school at info@grange.surrey.sch.uk. Copies of letters are also put on the school website. If a reply to a letter is required, this letter will be sent via your child's bookbag. It is expected that reply slips are returned to school by the required date. Most communication that requires a reply will be online via either Teachers 2 Parents or Schools Cash Office.

Text Messaging Service

We also operate a text messaging service for reminders or emergency information. It is important to inform the office of any changes to mobile numbers.

Website

Our school website www.grange.surrey.sch.uk includes diary dates and copies of newsletters. Class website pages are updated regularly. New Haw Library offers free Internet access which may be of interest to those who don't have their own access at home. The school does not have an official Facebook page.

Your Child's Details

Please notify us, in writing, of any change to your telephone number, contact numbers, e-mail address, if you move house address or name changes that may affect us should we need to contact you regarding your child. Please e-mail info@grange.surrey.sch.uk

PUPIL PREMIUM

Schools receive additional funding, Pupil Premium Funding, for families who are in receipt of certain Government benefits. Any qualifying family that registers their eligibility will prompt Pupil Premium Funding for the school. This is money the school can use to fund additional staff, resources, activities or equipment.

To access this additional funding we require parents to complete a basic form. The range of benefits that link to this are shown on the reverse of the form. It is very important for us to know if you are claiming benefits that may prompt Pupil Premium Funding. We have a simple checking service so "if in doubt fill it out!" All information is treated as highly confidential. Please do not hesitate to contact the Office Staff if you have any queries or would like assistance with this.

EXTENDED SERVICES

Earlybirds and After School Clubs

There is an Earlybirds Club which provides childcare from 7:45 am. This takes place in our school hall please enter via the field/playground children will be taken to their class by 8:35 am.

The After School Club runs straight after school until 6.00pm and takes place in our school hall which is on our site. Parents will need to pick up from the school hall door accessed via the car park. All year groups are welcome.

Details of registration procedures and charges for both of these services are available on the school website and from the school office. Places for both of these clubs are limited so please do not cancel any existing childcare arrangements until you have received confirmation of places from the school.

Clubs - Year 1 & Year 2

Several clubs are run by teachers either at lunchtime or after school. There are also clubs provided by private companies. Details are sent out throughout the year. Please note clubs will change termly.

Parents' Association - FROGS

Friends of Grange School, is our thriving Parents Association. All parents are automatically members and the committee is elected annually at the evening AGM in the Autumn Term (Tuesday 26 September 2023 at 7:30 pm). A volunteer parent from each class is asked to act as a Class Rep to help co-ordinate some of the FROGS activities with parents. The nominated Class Rep will also be asked to meet with the Headteacher, representing the class's parents at a Termly Parent Forum. FROGS and staff work closely together to provide "extras" for our children. Fundraising and social events go on throughout the year, and your support is always welcome in a wide variety of ways.

FROGS newsletters and notes are sent out in the book bag/email as with school letters. See newsletters for further details. Please also check the FROGS message board in the playground.

Eco School

We are an active eco school and achieved the Green Flag Eco Award the highest award for being kind to our environment. Some of the ways we achieved this were by recycling and currently have the following recycling available in school: Cardboard, paper and food waste.

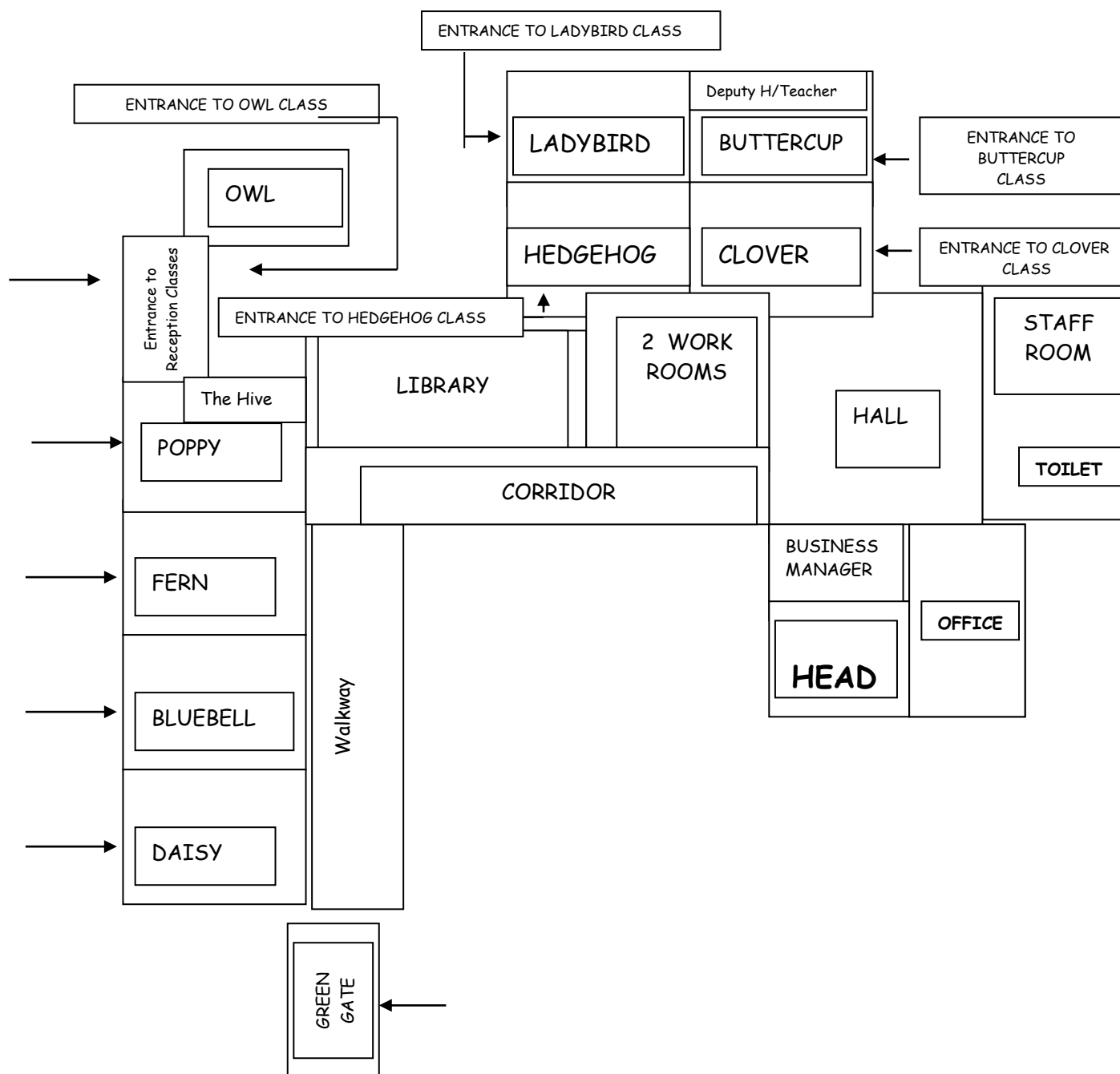
At times we will offer additional recycling and details of these will be circulated as new initiatives are followed.

Mrs Farrell leads on our ECO school initiative.

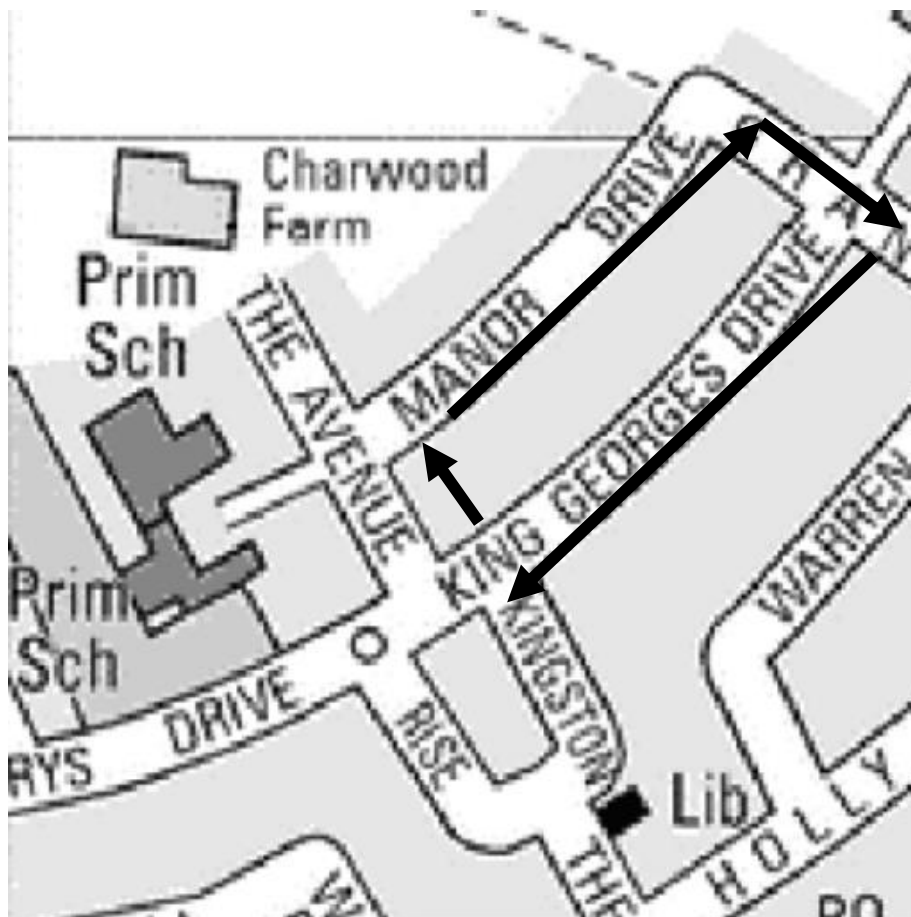
ANNEX A - Map of The Grange Community Infant School

The school can be accessed via the pedestrian gate in Queen Mary's Drive or via the main entrance in The Avenue.

The gate by The Poplars building will be open to support the flow through the school. Both gates can be used for entering or leaving the school site at the beginning and end of the school day.



Annex B - VOLUNTARY ONE-WAY SYSTEM



Parking

There are few parking spaces very close to the school. We ask that you walk where possible, but if you need to drive, that you use our voluntary one-way system, (from Queen Mary's Drive into The Avenue, then right into Manor Drive), park away from the school and consider other road users and residents. For the safety of our children, please do not stop in the school gateway and only ring to be admitted through the school gates if you are collecting a sick child. Occasionally the Police carry out spot checks.

ANNEX C - JARGON

We try to be as jargon free as possible but use of some jargon is inevitable. The following lists those terms we can think of! If we have used others and not explained them please let us know.

KS1	Key Stage 1 - children in Years 1 and 2. (KS2 is Years 3 - 6, KS3 Years 7 - 9 and KS4 Years 10 and 11.)
TAs	Teaching Assistants.
SEND	Special Educational Needs & Disability.
SSA	Children who are on the Special Needs Register will have targets set for them on a Send Support Arrangement (SSA).
SENCo	Special Needs Co-ordinator. At the Grange the SENCo is Mrs Jones.
ELS	Early Literacy Support. This may be offered to children who need a little extra support in literacy to enable them to cope well in class lessons.
EAL	English as an Additional Language.
PPA	Planning, Preparation and Assessment. This refers to the time (about half a day each week) that the Government says schools must provide for their teachers to work out of the classroom.
SLT	Senior Leadership Team.
PSHE	Personal, Social, Health & Economic Education. Deals with those aspects that help children's awareness of others to make them good citizens of the future.
SMSC	Spiritual, Moral, Social & Cultural Education.
EWO	Education Welfare Officer
EHCP	Education, Health Care Plan
HLTA	Higher Level Teaching Assistant
EYFS	Early Years Foundation Stage
DBS	Disclosure & Barring Service

Where the term 'parents' is used this means all parents, guardians, carers and those with parental responsibility.

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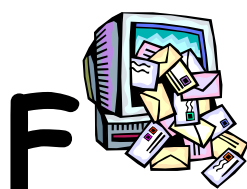
Think before you click



I will only use the Internet if an adult knows what I am doing or I am with an adult



I will not click on or press anything if I do not know what it is



I will be kind and only send friendly and polite messages



If I see something I don't like on a screen, I will always tell an adult

Say No to Bullying!

- Teachers teach us to be kind to others.
- If you are kind you can win the weekly Kindness/Respect cup or a green card.
- We have lots of toys and games to play in the playground to help us play nicely.
- Green cards are for good behaviour.
- Bullying is when another person is mean to you most of the time.
- If you are bullied *Tell your class teacher or Mrs Smith or Mrs Adams.*



- Bullies will have the incident recorded electronically and their parents will be told about their bullying. They will go through a Restorative Conversation.
- An Individual Plan may be put in place.
- Mrs Smith will record this and share with Governors.
- Teachers will help bullies to stop being a bully.



SCHOOL RULES

- Be Ready
- Be Respectful
- Be Safe

