

The Grove Primary School



Home School Agreement and Handbook for Parents and Carers

CONTACT INFORMATION

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INTRODUCTION

At The Grove Primary School we actively encourage a positive partnership between the staff, parents/carers, Governors and the wider Trust. Our 'Home School Agreement' sets out what the school, parents/carers and children can expect of each other as we all work together to ensure the best for each child and for the whole school community.

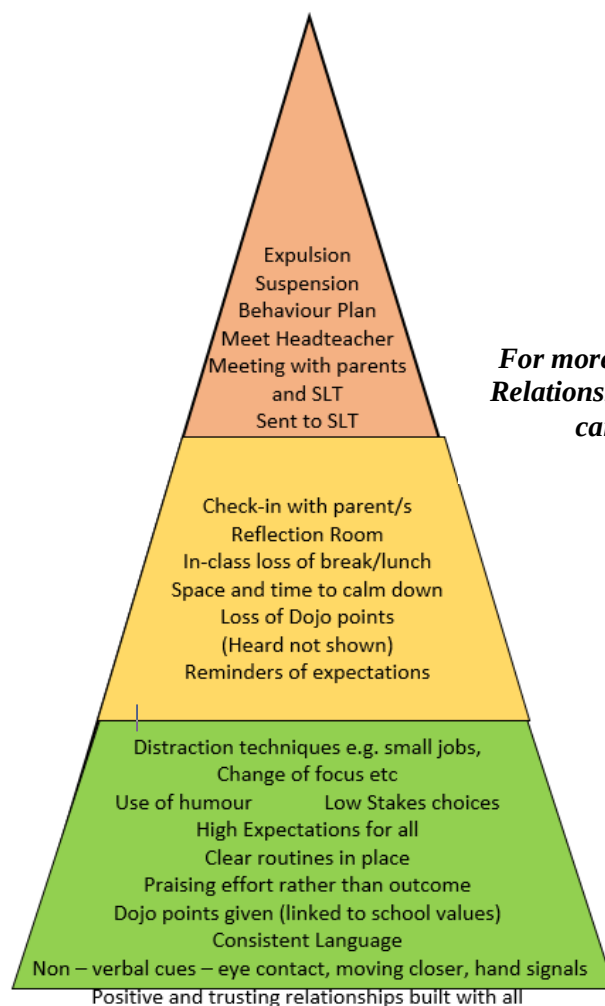
This booklet forms the school's 'Home School Agreement', which we ask all parents/carers of our school to read and discuss with their children. We then ask that you and your children sign the form that accompanies this booklet, to signify that you have read and understand its contents and will support the school's policies and procedures both in spirit and practice. Mr Stuart Woodburn, the Head Teacher, has also signed the agreement on behalf of all the staff at our school.

In addition to the 'Home School Agreement', there is also a 'General Consent Form' that relates to the contents of this booklet and we would ask that all parents/carers read, sign and return this form to the school office.

Copies of many of the school's policies can be found on our website (www.grove.wilts.sch.uk) and hard copies can also be obtained from the school office.

Behaviour Expectations

At The Grove, children being safe and feeling safe is central to everything that we do. We strive to create calm, purposeful learning environments where every child feels included, valued and is ready to learn- behaviour is a key part of this.



Behaviour Pyramid

For more information please refer to our Relationships and Behaviour policy which can be found on our website

1. HOME SCHOOL AGREEMENT

THE SCHOOL

As members of staff at our school we will do our best to:

- ★ Provide a safe and secure place for your child in which they can grow, develop and learn about themselves as individuals, understand their place in the world and the impact that they can have both on others and their environment;
- ★ Promote values in line with our Relationship and Behaviour Policy and Code of Conduct;
- ★ Promote values which reflect life in modern Britain;
- ★ Keep parents/carers informed about the progress of your child/ren, what we are aiming to teach them each term and activities and events taking place at school;
- ★ Advise parents/carers on how you can best support your child in their own learning;
- ★ Contact parents/carers as soon as possible if we have a concern about your child's learning or their behaviour;
- ★ Offer your child a broad and balanced curriculum which meets their needs, as well as activities designed to enrich their learning experience;
- ★ Teach your child how to use the Internet safely and understand the impact of social media;
- ★ Be open, welcoming at all reasonable times and keep parents/carers informed about general school matters;
- ★ Set regular home learning in line with the school's curriculum.

PARENTS AND CARERS

In order to help and support your child at school, we will do our best to:

- ★ Support the school in its aim to develop your child as an individual who shows care and respect for others and their environment;
- ★ Help your child to achieve their potential by ensuring maximum attendance and punctuality, complying fully with The Grove Primary School Code of Conduct;
- ★ Ensure that your child wears the correct school uniform in line with the School's Uniform Policy;
- ★ Support the school's policies and support the school in maintaining good attitudes, behaviour and discipline as outlined in The Grove Primary School Relationships and Behaviour Policy;
- ★ Approach the school directly with any queries, concerns or problems that you might have;
- ★ Display mutual respect when discussing any matters relating to your child which will support the school's wish for a positive partnership with parents focused on the best interests of the children;
- ★ Attend Parents' Evenings to discuss your child's progress at school and find out how we might be able to further support them in their learning;
- ★ Comply with the school's procedures regarding the taking of photographs and videos at school events;
- ★ Reinforce the school's teaching regarding internet safety and social media;
- ★ Ensure that your child does not bring any 'prohibited items' to school as outlined later in this document.

PUPILS

As a pupil of The Grove Primary School, I agree to:

- ★ Wear my school uniform and PE kit with pride;
- ★ Respect others equally and treat them as I would like to be treated;
- ★ Be polite and well-mannered towards others;
- ★ Do my home learning and hand it in on time;
- ★ Stick to the school's rules regarding the safe use of the Internet and social media;
- ★ Stick to the school's rules regarding bringing mobile phones or other devices to school.
- ★ Arrive at school on time and get to lessons on time;
- ★ Welcome new people and visitors to the school.
- ★ Take responsibility for my own learning by showing the following learning behaviours;
 - *Lead yourself well*
 - *Endeavour to always do your best*
 - *Aspire to know/do more than you could yesterday*
 - *Respect your learning environment*
 - *Nurture those around you by prioritising kindness*

Signed on behalf of the school: (Mr Stuart Woodburn - Head Teacher)

2. ATTENDANCE

The importance of regular attendance:

At The Grove Primary School, we are committed to providing high quality, engaging experiences and learning opportunities which enable all pupils, no matter what their strengths, to achieve their potential. In every lesson, every day, we aim to develop pupils' skills and understanding, carefully building on their prior knowledge and giving them the tools to succeed. Absence from any one of these lessons or experiences can cause anxiety for the child, as they feel that they have fallen behind, and may have an impact on a child's ability to succeed in the task that has been set. Frequent absence, or absence for blocks of time, will have a long lasting effect through the learning 'gaps' that are created in a child's understanding. Furthermore, at our school we believe that attendance and punctuality are life skills which demonstrate an individual to be reliable, responsible and organised. It is the responsibility of the school and parents in partnership to prepare our children for the future and we believe that attitudes to attendance and punctuality developed at school will resonate throughout our children's life and chosen careers.

At The Grove Primary School, we believe there are two main reasons why we should strive for maximum attendance and punctuality:

1. Every lesson in school is important in ensuring that our children achieve their potential- at The Grove, every moment matters!
 2. Attendance and punctuality are valuable life skills which our children will need for life in the wider world.
- The school works closely with the Educational Welfare Service (EWS) and the Local Authority (LA) to ensure that absences are kept to a minimum. As parents/carers who have chosen to have your child educated at school, you have a legal responsibility to ensure that your child/children attend school regularly.
 - The school consistently monitors attendance and punctuality. Attendance and punctuality will be identified as being of concern when it drops below the school's average percentage data at any given point during the school year and the school will contact you to discuss the developing concerns. Where attendance falls below 90% (the equivalent to ½ day per week absence from school), the case will be referred to the Local Authority EWS and parents/carers will enter a formal process of monitoring which may involve receipt of a penalty notice. Information about attendance and punctuality will be regularly published in the Friday Flyer for parent reference.
 - We ask parents and carers to ensure that your child/children arrive at school on time and that they are collected on time. You should also ensure that your child arrives appropriately dressed and 'ready to learn' (i.e. not too tired or too hungry).

Absence from school due to illness:

- In the event of illness or any other reason for absence, parents/carers must telephone the school office before 8.40am to inform the school of their child's absence and the reason for that absence. If the absence is to continue for more than one day, parents/carers should telephone the school on subsequent days, again before 8.40am, unless they are able to give an exact length of time on the first day of absence.
- There is a dedicated messaging service to report absences that can be accessed 24 hours a day. It is also possible to report an absence by email to absence@grove.wilts.sch.uk Parents/carers need to inform the school if a child's absence is due to some traumatic event which the school needs to deal with sensitively so that the school can respond appropriately to the emotional needs of the child on their return to school.
- Where the school has not been notified of a child's absence, parents/carers will be telephoned to confirm that a child is absent and the reasons for that absence from the numbers that you have made available to us. Please make sure that you update the school with changes to any phone numbers. Where the school has not been notified, and it is not possible to contact parents/carers to establish the reason for absence, the school is obliged to mark the child's absence as 'unauthorised'.

Extended Absence from School:

- Schools may only authorise absence in exceptional circumstances. These include:
 - exceptional family circumstances, such as a bereavement/religious observance/wedding of a close family member
 - family emergencies
 - unavoidable medical/dental appointments (although it is the school's expectation that every effort should be made to secure routine doctor/dentist appointments out of school hours or during the holidays)
 - absence, within reason, for external exams such as ballet and music and to attend elite events (e.g. National Youth Orchestra or representative sports events)

Please note that ***holidays will not count as a reason to authorise absence in term time***, with the exception of the children of armed forces personnel on leave from active service.

When applying for absence you must complete an 'Absence Request Form' which can either be obtained from the school office or downloaded from the school website. You must complete one form per child and the form should be handed in to the school office **at least 5 days in advance**. The form will be returned to you indicating whether the request has been authorised or unauthorised in line with the requirement for 'exceptional circumstances' indicated above.

It is important to note that holiday absence during term time:

- **WILL** affect your child's learning
- **WILL** put additional pressure on class teachers and support staff

In view of the number of parents reporting sickness absence directly before or after a school holiday, evidence will be requested for any pupil sickness absence taken in the weeks either side of a school holiday. ***Please note, this also applies to sickness absence taken in the days either side of any unauthorised or authorised pupil holidays in term time***

Penalty Notices:

- The school is required to report 'unauthorised absences' to the Local Authority (LA) and if your child has more than 10 unauthorised absences (which is equivalent to 5 school days) within a rolling 10-week period, the LA can issue a 'Penalty Notice' to parents. **Each parent** can be fined **£60 per child** as long as the fine is paid within 21 days, or £120 per parent if it is paid after 21 days and before 28 days from the date of issue. Failure to pay could lead to prosecution. This fine is administered and retained by the Local Authority.
- You can find out more about what constitutes an 'unauthorised absence' by reading the guidance notes that Wiltshire County Council have issued. These can either be obtained from the school office or downloaded via the school website.

3. FOOD TASTING

- During your child's time at The Grove Primary School, as part of the curriculum your child will participate in the making and subsequent tasting of food and drink so it is important that you make us aware of any food allergies that they have and keep us informed of any changes over their time with us. Please complete the relevant section on the 'General Consent Form' and ensure that you list any allergies that they might have.

4. HOME LEARNING

Homework is a very important part of a child's education. Children benefit greatly from the partnership between parents and school and homework provides a link between the two settings enabling all involved in a child's education to make a positive contribution. At The Grove Primary School, we see homework as an important way of establishing and maintaining a successful learning dialogue between teachers and parents which will have a positive impact on pupil attainment.

Homework plays a positive role in raising a child's level of attainment. In particular, we believe that the most effective homework is through regular practice of basic English and Maths skills through our 'Core Homework' approach which focuses on Spelling, Reading and Times Tables. Homework should be purposeful and effective in contributing to raising attainment, comprehensible to parents so there is equality for all children in completion of their home learning and fully supported with a range of resources provided by the school.

We will provide clear information for parents to understand homework expectations and will have discussed, in class, all homework tasks with the children. We ask parents to:

- check that homework has been completed
- ensure children are ready for any assessments (particularly weekly spellings and times tables)
- communicate with the class teacher (written or verbal) should there be any comments or concerns following a homework tasks.

5. LOCAL VISITS

- When the opportunities present themselves during the school day, we may take your child out of school on short trips around the local community, for example trips to the town centre, Trowbridge Museum, Trowbridge Park, Southwick Country Park, Trowbridge Library, Ark Theatre or the Church. In order to do so, we need your permission and would ask that you do so by signing the relevant section on the 'General Consent Form'.
- In addition, there are occasions during the year when cluster sports events are organised within the school day and where we may walk your child up to another local school. This is also included in the 'General Consent Form' together with a request for any information regarding any medication they may take on a regular basis.

6. RESPONSIBLE USE OF THE INTERNET, INTERNET SAFETY AND SOCIAL MEDIA

- All the staff at The Grove Primary School regard online safety as extremely important and we are committed to ensuring that all staff, parents/carers and children understand their responsibilities.
- Parents/carers and pupils need to be aware of the school rules for the 'Responsible Use of the Internet', including guidance for video, sound and images for web publication.
- Parents/carers and are asked to sign a consent form giving permission for their child/children to use the internet and to adhere to these rules at all times and the school will keep an up to date record of all pupils who are granted internet access. Without your consent, your child will not be allowed to access the internet.
- Pupils are asked to read the 'Responsible Use of the Internet Rules' that can be found at the end of this document and to sign the consent form to show that they have. In Foundation Stage and Key Stage 1 we would ask that parents/carers take the time to read and explain these rules to their children.
- To support parents/carers we will provide annual information sessions in order to update you with the latest changes and developments and the opportunities and threats that these represent.

- In common with other media, such as magazines, television and books, some material available via the internet is unsuitable for pupils. We will take all reasonable precautions to ensure that users access only appropriate material, however, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school, Trust nor Wiltshire Council can accept liability for material accessed or any consequences of internet access.

Responsible and safe use of the Internet

- The school's internet access has been designed expressly for pupils' use and includes a filtering system appropriate to the age of the pupils.
- Pupils will be taught what is acceptable and what is not acceptable and are given clear guidance and objectives when using the internet:
 - at the beginning of each academic year, pupils will be reminded of the school rules regarding safe internet use, through appropriate key stage assemblies and follow up lessons, with additional reminders throughout the school year
 - children who break the rules should understand that they may, as a result, be banned from using the internet;
 - where the children are required to carry out research by visiting a range of sites, they will be supervised at all times by an adult;
 - where use of the internet is restricted to pre-selected sites, children may work without constant supervision but with a clear understanding that they do not navigate away from those sites;
 - staff will guide pupils in online activities that will support the learning outcomes planned for the pupils' age and maturity;
 - at Key Stage 1, access to the internet is mostly through adult demonstration and/or with directly supervised access to specific approved online materials;
 - pupils will not be issued with individual email accounts, but will be authorised to use class email addresses under supervision;
 - copies of the rules for 'Responsible Use of the Internet' will be displayed in all areas where internet access is possible;
 - children will not be allowed access to public or unrestricted chat rooms
 - the school will participate in annual 'online safety' initiatives including assemblies and will address issues of cyber bullying through its regular anti-bullying initiatives and through its 'online safety' initiatives and pupils will be taught about how to keep personal information safe when using online services.

RESPONSIBLE USE OF THE INTERNET – RULES FOR PUPILS

RESPONSIBLE USE OF THE INTERNET

We use the school devices and internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will only enter internet sites which have been approved by my teacher or which are connected with the work that I am doing as directed by my teacher.
- I will not look at or delete other people's files.
- I will not bring any removable media of my own into school (memory sticks, etc) without permission,
- I will only email people I know or who my teacher has approved and the messages that I send will always be polite and sensible.
- I will not give out my home address, phone number or other personal details, or arrange to meet anyone.
- I will ask permission before opening an email or email attachment sent by someone I don't know.
- I will not use internet chat rooms.
- If I see anything I am unhappy with or I receive a message I do not like, I will tell a teacher immediately.
- I will not make, store, post, download, upload or pass on material, remarks or images that may be offensive or upsetting to an individual or group.
- I know that the school may check my computer files and may monitor internet sites I visit.
- I will take care of school equipment and will not download or install anything without the permission of a member of staff.
- I understand that if I deliberately break these rules I could be stopped from using the internet or devices.

Email

- Pupils may only use approved email accounts on the school system.
- Pupils must immediately tell a teacher if they receive any offensive emails or emails that give them cause for concern.
- Pupils must not reveal details of themselves or others (such as addresses and/or telephone numbers), or arrange to meet anyone in email communication.
- Pupils may not access external personal email accounts from any school computers.
- Any emails sent to an external organisation should be written carefully and appropriately.
- The forwarding of chain messages is banned.

Mobile phones

- Pupils do not need mobile phones during the school day so are not permitted to use them at school. However, if they are required in the event of an emergency or due to the child walking home unsupervised, they must be handed in to the class teacher at the start of the day and collected once the school day has finished. The children in Year 5 and 6 are required to hand their mobile phones to their class teacher at the start of the day and these devices will be locked in a security box and returned to the children at the end of the day. If a child is found with a mobile phone during the school day, the device will be confiscated and the parents contacted in order to retrieve it. Children not in Year 5 and 6 are required to complete a consent form.

7. PHOTOGRAPHIC AND VISUAL IMAGES

- Parents/carers need to understand the legal background, the school's position and the rights and responsibilities of parents/carers regarding the taking of, and use of, photographs and videos within school and at school events.

The legal background:

- Photographs and video recordings come under the definition of 'images' and as such are covered by the 'Data Protection Act' (DPA). Where the school uses images of children in, for example, its prospectus, on an exhibition board or on its own website and when an individual can be identified, they are required to take 'reasonable steps' to get the permission of that individual, or in the case of children, their parents/carers. However, to get the permission of every person in a large crowd would be viewed as unreasonable. The legislation only applies to featured individuals.
- There are two notable exceptions where the DPA does not apply. Firstly, publication by any person of any journalistic, literary or artistic material is exempt. This means that the DPA allows newspapers and broadcasters to publish photographs to publicise activities without seeking permission from the individual. Secondly, personal data which is only used for research purposes (and this includes 'images') is also exempt and furthermore may be kept indefinitely.
- In order to comply with DPA we will seek your permission to take and use photographs and images of children when your child joins the school, either at the beginning of their school life or when they transfer from another school.

What would we use images for?

- During the school year, we take photographs and videos of the children engaged in various activities such as fetes or fairs, musical events, plays, sports days and other educational activities, both within groups and as individuals. These images may be used to publicise and promote the school and its activities in our prospectus, on our web site and social media pages as well as being used within the school on display boards or in our newsletters to parents/carers. In some instance they are sold to parents/carers as a permanent record of an event.
- As a school, we take practical steps to ensure that pictures and images taken of children are done so in a way that reflects the protective ethos of the school.

Your consent:

- When your child joins our school, either at the Foundation Stage or when they transfer from another school, along with this explanatory leaflet you will receive our 'General Consent Form' which we would ask you to complete in line with your wishes and return to the school. If you do not complete and return it, it is assumed that you are withholding your consent and we will **not** be able to include images of your child in any way to promote the school's activities, including those issued to the media.
- Please note that the 'General Consent Form' seeks permission for the school to allow images and names of the child/children to be given to the media, including class photos at the start of their school life and you have the choice of agreeing to either your child's first name or full name being used. In general, when images are publically available, for example in press and magazine articles, on the website or social media page, the school would normally just use the first name or often no name at all. However, some newspapers will not use photographs of children when only the first name is supplied which could include those to mark the start to school.

Your rights and responsibilities as parents/carers:

- As already advised, the school is required to seek your consent and you have the right to withhold it and to change your mind at a later stage as long as you inform the school in writing.
- As a parent and carer you will attend many school events over the time that your child is with us and at those events it is only natural that you and other members of your family will wish to take photographs and/or make video recordings to keep as a personal record. As these photographs are for personal use, they are not subject to the DPA.

- As a school, we understand you wish to take photographs or record particular events and we believe in taking a 'common sense approach'. However, there may be some parents/carers who will not wish their children to be photographed or recorded at all. Consequently, there may be times when the school will advise you in advance of a particular event whether the capturing of images is to be permitted or not and we would ask parents/carers to support us in the decisions we make.
- When you do take pictures or make recordings, we would also ask that you think carefully about how you use any photographs and videos that capture images of children other than yours, or other adults and that they are not used in any way that could be seen as inappropriate. We would also ask that you are sensitive to the possible danger or offence to others of placing such images on social media sites that are accessible to a much wider audience.

Finally:

- These guidelines relate only to images taken or commissioned by the school themselves for publication. The school is not liable for images taken by parents/carers or others at school events, as it is those who own and publish the images that are subject to the DPA.
- Please do not hesitate to contact us should you have any questions regarding any of the above and we will be happy to help.

8. UNIFORM

- We believe that school uniform is important because:
 - it contributes to a sense of belonging and fosters a feeling of pride in the school;
 - it takes away the need for children to decide what to wear on a daily basis;
 - children do not need to be worried about issues of fashion or competitive dressing;
 - it promotes equality of opportunity; and
 - it looks smart and makes a firm distinction between school and home, promoting a more business like attitude to school.
- We ask that all parents/carers support the school by ensuring that their children wear the uniform, in line with the Code of Conduct, and we encourage them to maintain a good standard of clean and tidy dress in school. The existence of a school uniform does create an even greater need for all items of clothing to be marked with the owner's name.
- Uniform for any individual may be modified in the light of cultural or disability issues or special needs. Parents/carers should contact a member of the school's Senior Leadership Team to discuss their child's needs.
- Extremes of dress or appearance are not acceptable and SLT reserve the right to decide what constitutes 'extreme'.
- As a reward for children wearing the correct uniform during the year, the school has a policy that children may wear their home clothes when it is their birthday to celebrate this special occasion. If a child's birthday falls on a weekend they may choose the Friday or Monday either side of the weekend and, if it falls during a holiday, they may choose the first or last day either side of the holiday.
- The acceptable dress for boys and girls is given below:

BOYS	SHOES
'The Grove' logo navy blue jumper Plain white shirt, polo shirt with or without 'The Grove' logo Plain grey or black trousers Plain grey or black knee length shorts Black or white socks Clothes worn for religious reasons	Plain black or navy shoes with a flat heel and no platform. No trainers outside of PE lessons. Flat sandals (navy, black or white) are allowed but not 'jellies'. Wellington Boots can be worn to school during extreme weather (eg heavy rain or snow) but no other boots.
GIRLS	PE KIT

'The Grove' logo navy blue jumper or cardigan Plain white shirt, blouse or polo shirt with or without 'The Grove' logo Plain grey or black trousers, skirt, pinafore dress Blue and white Summer dress in gingham, stripes or check Grey tights or white socks Clothes worn for religious reasons	Plain black shorts, leotard or leggings for dance Navy blue 'The Grove' logo PE top Grey, blue or black tracksuit Plimsolls or non-marking trainers to be worn in the hall Practical sports trainers for outdoor PE. (Not fashion trainers e.g. sparkly or embellished and not High Tops) Football boots can be worn if needed for school team events or competitions. Please check with school.
HAIR & HAIR ACCESSORIES	HATS AND SCARVES
Hair should be tidy and contained. Extreme styles and/or dyed hair are not considered appropriate for school. Hair accessories such as slides, ribbons, bobbles, etc. should be simple and if possible in school colours	Hats are not to be worn inside the school building and scarves should be removed on arrival at school and not worn during lessons. In hot weather we particularly recommend that hats be worn outside.
MAKE UP	HOT & COLD WEATHER
Make up and nail varnish are not allowed to be worn at school and will be removed at school following an initial warning.	Please ensure that your child is sent to school in clothes appropriate to the weather, with hats in the summer and warm coats, hats and gloves during the winter.
Where can you purchase school uniform?	
School Uniform is available from Trowbridge Schoolwear, Stallard Street, Trowbridge.	

9. CONCERNS, COMPLAINTS AND COMPLIMENTS

Concerns

- If you have any concerns about your child's well-being whilst at school, either educational or personal, we would ask that you discuss them with their class teacher or the adult who was dealing with them at the time. This might also include problems that they are having with other children at school. Hopefully this will result in the problem being sorted out at an early stage.

Complaints

- However, if after discussing your concerns with your child's class teacher, you are not happy with the outcome of that discussion and wish to take the matter further, the school does have a Complaints Procedure which would need to be followed. Copies of our Complaints Policy can be found on our www.grove.wilts.sch.uk or hard copies can be obtained from the school office.

Compliments

- There may also be times when you are very happy about something that we have done for your child at school and, just as we like to know when we get things wrong, we also like to know when we get things right. It helps us when reviewing our practice and procedures, which we do constantly. If possible, please do take the time to send us a note or an email or to speak to us in person. We also have a Comment Box in our entrance foyer which is checked regularly. We would very much appreciate it.

10. ADDITIONAL INFORMATION

Prohibited items:

Staff at the school (with the permission of the head teacher) have the legal power to search pupils without their consent if they have reasonable grounds for suspecting that a pupil has a 'prohibited item' in their possession. Under our Home School Agreement the following items are prohibited:

- knives
- alcohol
- illegal drugs and 'legal highs'
- stolen items
- tobacco, cigarette papers and 'e-cigarettes'
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been or is likely to be used to commit an offence or to cause personal injury to or damage to the property of any person including the pupil themselves.

Medicines in school:

- In accordance with Ofsted regulations, the school follows guidelines on the administration of medicines as directed by Wiltshire Council
<http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges/studentsafetyandprotection/medicationforpupils.htm#relateddocuments>
- This means that the school is only able to administer medicines in exceptional circumstances. Medicines where the doctor has prescribed a dosage of 3 times a day can be given before school, after school and again at bedtime. However, we do accept that occasionally there may be a specific reason that treatment is required at lunchtime, e.g. Ritalin tablets for ADHD. If your child must be treated at lunchtime, then we will require this in writing from your doctor or the time stipulated actually on the medication itself.
- In some cases, it may be necessary to complete an Individual Medical Plan for your child and in such circumstances medication will be administered according to that plan.
- Medication will only be accepted if it is clearly labelled with the child's details and instructions for use and has been prescribed by a medical professional for a 4 times a day dosage.
- Parents/carers are also responsible for ensuring that medicines such as Ventolin Inhalers and Epipens are labelled and up to date.

Allergies

In order to protect children at The Grove Primary School with nut allergies, the school asks that children are not sent into school with any food item containing nuts for consumption at any time of the school day. We are a 'Nut Aware' school and this is an essential part of our Safeguarding for pupils.

Pupil Premium Pupils (Free School Meals) and School Meals

- The Grove Primary School offers hot school meals or alternatively children are also able to bring in a packed lunch.
- All children in Foundation Stage and Key Stage 1 (Years 1 and 2) are now entitled to a free school meal which is freshly prepared on site. KS1 children can choose from 2 hot meal options- one always being vegetarian, or a "picnic lunch" which includes a balanced meal of sandwiches and snacks.
- Children in KS2 are also offered the additional options of a Picnic Lunch or a jacket potato with a range of toppings and salad.
- Your child may be eligible to free school meals and further information, together with an application form can be found on the school's website or by contacting the school office. Even if your child is in the Foundation Stage or Key Stage 1, where they automatically receive a free school meal, we need to know if you would be eligible under the

criteria set by the Local Authority. This is because the school is awarded additional funding for all eligible children, which can be used to support their learning. This funding is known as 'Pupil Premium'.

- Menus operate on a 3 weekly rota and must be ordered a week in advance. Although the children in Foundation Stage and Key Stage 1 are entitled to a free school meal an order form MUST still be completed. Copies of the menus are available from the school office or via the website.

'Out of hours' care

- We are able to offer wrap around care for your child/ren through a before and after school club called the 'Treehouse Club'. You can obtain further information about these services from the school office or on the school website.

School clubs and music

- The school offers a wide range of clubs both during the school day and after school. Information is sent out to parents/carers 3 times a year at the start of terms 2, 4 and 6. There are also opportunities for your child to have individual music lessons with peripatetic teachers- further information can be obtained via the school office.

AND FINALLY

We do hope that you find this booklet useful. If there is any additional information that you think might be useful to include, please do let us know.

We do understand the importance of good communication between the school, parents/carers and children and work hard to make sure we keep you informed. We would be grateful if you could ensure that we too are informed of anything that is likely to have an impact on your child's learning and would very much appreciate your support in all of the above.

Please do not hesitate to contact us with any questions you might have.

Thank you.



Mr Stuart Woodburn
Head Teacher