



Parents' Handbook

The Granville School

2021- 2022

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WELCOME TO THE GRANVILLE SCHOOL

Miss Ena Makin founded The Granville School on V.E. Day - 8th May, 1945. Originally situated on Granville Road, Sevenoaks, it moved to Bradbourne Park Road, Sevenoaks in 1957 and from then until 1990 was led by Miss Makin's niece, Miss Maureen Froggatt. The School has been a Charitable Trust since 1960 and is run by its Board of Trustees and Governors. The Headmistress is a member of IAPS.

The Granville is a non-selective day school and has approximately 200 pupils, aged 3 - 11. Girls are taught throughout the School, while boys are accepted in Kindergarten Years only.

Our educational mission is to realise the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and happy school community.

The ethos of The Granville School is predominantly Christian but non-denominational, with all children participating in multi faith Religious Education lessons each week and attending Assembly each day. While we accept that not all children in the School are practising Christians, it is, however, the policy of the School to provide instruction in the Christian way of life as a foundation and inspiration for the children's lives.

This philosophy underlies the approach to pastoral care at The Granville. The staff are constantly aware of their responsibilities in providing for the needs of the children and the trust placed in them.

The Friends of Granville (FOG) plays an invaluable role as a link between the School and parents

This booklet outlines the organisation and policies of The Granville, carried forward by the Governors and staff, and sets out what we expect from our partnership with you, the parents. It is divided into eight main sections:

- The Academic Life of the School
- Administration at The Granville
- Information for Parents
- Security and Discipline within the School
- Personal and Safety Policies at the School
- Social Development - The Granville Year
- Communication and the wider Granville Community
- Who's who at the Granville School

Also included are details of the staff and Governors who serve the School. I trust that you will find the information provided here helpful in building trust and collaboration between us, as we contribute to the education and development of the children in our care.

Mrs. Louise Lawrance, Bachelor of Primary Education (Hons) English

Headmistress

SECTION 1 THE ACADEMIC LIFE OF THE SCHOOL

EDUCATIONAL OBJECTIVES

The teaching staff at the Granville are chosen for their proven teaching skill and experience. Their expertise and regular in-service training ensure that they maintain the highest standards of classroom teaching and absorb new ideas and initiatives developed by government and academic experts.

Within the framework of the National Curriculum, staff aim to use a range of teaching methods to ensure an inclusive, relaxed and progressive environment for learning. High standards of application and discipline are expected of pupils and are observed throughout the School. The broader education of each child is developed through additional subjects such as Drama, French, Art, Design Technology, Music, Ballet and through Sport, after-school clubs and other activities.

The School follows both the National Curriculum and the coursework required for the Common Entrance examination. However, as an independent school, we are able to offer a broader, more imaginative curriculum which enables our pupils to realise their full potential and develop their unique talents. Girls are also prepared for scholarships and entrance exams to independent schools and for the selection procedure for entry into local grammar schools.

ORGANISATION OF YEARS AND SUBJECTS

The School is organised into year groups of no more than twenty-four pupils, each having their own form teacher. In Kindergarten about a third of each year is made up of boys. As we take children in each term around their third birthday, the Kindergarten Red Room may increase to a maximum of 16 and Kindergarten Yellow Room increases each term up to a maximum of 24. From Reception onward, the School takes only girls.

From the start of Year 3, the year group is divided into two parallel, mixed-ability groups for the final four years. Each class has between approximately 10 and 16 girls. This is to maximise the chances of realising each pupil's full potential, a policy reinforced by our excellent results.

In the lower part of the School most subjects are taught by the form teachers, with the exception of PE, French, Music, Drama, Computing and ICT (Information and Communication Technology) and Ballet for which we engage specialist teachers.

Within Key Stage 2 (Years 3 - 6) specialist teaching is increasingly introduced, including Art and Design Technology, Maths, English and Science. All subjects are specialist taught in Years 5 and 6.

EXTRA-CURRICULAR SUBJECTS

From Year 2 individual music lessons are offered in piano, violin, cello, flute, clarinet, guitar, singing, recorder, brass and saxophone. Group lessons are also offered in string quartet, recorder, music theory and speech and drama. Ballet is available from Kindergarten Yellow Room to Year 6. It is part of the curriculum in Kindergarten Yellow Room up to the end of Year 3. Parents can then opt for their daughters to continue it

as an extra-curricular club from Year 4. From Year 4 a terms notice is required to stop doing ballet. Extra fees are charged for these lessons which are outlined on the fees list on the school website.

HOMework

Children, from age four, in Reception, take home reading books, at first on a weekly basis and then nightly. As soon as they are able to read on their own they are allowed to take books from the class or school library for pleasure. More formal homework begins to be set in the Summer Term of Year 2, although regular table tests will have been set weekly from Year 1. In Year 3, which is the beginning of Key Stage 2, the girls are set twenty minutes homework plus ten minutes reading each night. In Year 4 the work increases to half an hour and in Year 5 it rises to forty-five minutes, with an hour at the weekend and in the summer term. In Year 6 homework should take an hour in the first term, up to the exams, and 45 minutes after exams.

The girls in Years 3 – 6 have homework books in which they write down their prep - work to be done each evening. Parents should sign these to say work has been completed every night. Parents may also write their own comments in these books.

LIBRARY

The Senior Library is on the ground floor of the main school. A computer holds an electronic library catalogue and loans system, which is available for use by the pupils. The Junior Library is located in the Ena Makin Building and has suitable books for Reception-Year 4, although Year 4 pupils can also use the Senior Library. All books are catalogued within the main library system. Many classrooms have their own class libraries, with fiction and non-fiction books. Early Years have their own library in Evans Lodge. Girls in Years 5 and 6 may bring their kindles into school after signing the Acceptable Use Contract.

BREAKFAST CLUB

Children can attend the Breakfast Club which begins at 7.30am. During this time they have the opportunity to take part in various activities and eat a simple breakfast of cereal, toast and a hot or cold drink. An extra charge is added to the end of term bill. If you have a meeting with a teacher before school starts, you may also use the Breakfast Club facility, free of charge.

AFTER-SCHOOL HOMEWORK (PREP) AND WAITING

The School provides after-school homework sessions each week. They run from 3.50pm until 4.30pm for the girls in Years 3 – 6 who are supervised by a member of staff and their work is conducted in a quiet atmosphere.

There is also a facility for siblings in the lower classes to attend a supervised 'Waiting Class' until the end of the senior school day at 3.50pm.

Both of these facilities are free of charge.

BEFORE/DURING/AFTER-SCHOOL ACTIVITIES

Several before, during and after-school activities are provided free of charge for girls in Year 1 – Year 6. These vary from term to term, e.g.: Orchestra, Board Games, Sewing, Netball Club, Gymnastics, Chess Club, Touch Typing, Gardening, Hockey Club and Cross Country. Parents are sent information about these at the beginning of each term.

Any activity/club run by an outside organisation will be charged directly to parents e.g., tennis, athletics.

Some other activities/clubs take part during breaks or assembly. These include touch typing, choir and theory of music.

AFTER SCHOOL CARE

This is available for all children. It is run by a team of our staff from Monday – Friday until 6pm.

The junior children will go to waiting in Evans Lodge until 3.50pm. They will then be escorted to After School Care where they will have the opportunity to participate in various activities and be offered a healthy tea. At 3.50pm the senior children will either go to clubs or prep. At 4.30pm they will then join the younger children in After School Care.

Places can be booked through the office on a permanent or ad hoc basis. The charges for afterschool care can be found on the schedule for fees.

ASSESSMENT

Children are continuously assessed by their teachers.

Early Years staff use a tracking document based on the Early Learning Goals, noting progress in all learning areas, including the Characteristics of Learning.

In **Reception** initial internal benchmarking takes place which is used to monitor the girls' progress throughout the year and the planning of lessons.

More formal, national tests occur in Reception and take the form of the Foundation Stage Profile – an ongoing assessment over the year.

In following years, the girls are regularly tested using both national and internal tests. These include:-

AUTUMN TERM	SPRING TERM	SUMMER TERM
Standardised Spelling Tests	Standardised Spelling Tests	GL Progress in Maths
CATS Y4-Y5	NGRT Reading Tests	GL Progress in English

In addition to this formal assessment process, staff carry out testing on a less formal basis throughout the year.

REPORTING TO PARENTS

This is a very important part of communicating exactly how your child is progressing at The Granville.

In Kindergarten and Reception, we use a programme called 'Tapestry' in which observations and photographs are recorded against the Early Learning Goals. Parents can view the entries at any time. Each half term, a summary of this journal is made available to parents for them to download.

Written reports are provided at the end of the Summer Term in all Years. Grade Sheets are sent out to Years 1-6 at the end of the Autumn and Spring Terms covering all subjects. Standardised scores are sent out each term in Years 4 and 5 and in the Summer Term for Year 3.

Parents' Evenings are held in the Autumn Term for Reception – Year 6 and in the Spring Term for Reception – Year 5. The grade sheets are discussed at these meetings.

We encourage positive dialogue between home and school and there are many opportunities to meet with the staff and Headmistress. Should you wish to talk to the teachers or the Headmistress at other times, please do not hesitate to make an appointment.

During the year there are general meetings to keep parents informed. These are:

1. A short meeting at the beginning of each academic year, during which the Form Teacher informs the parents about the academic work to be covered, expectations of that year and about any other matters relevant to their child's particular Year. The parents are also advised how they can help and support their child during the year. A class guide is also provided.
2. In Year 4, a general meeting is held in May to outline to parents the work that will be covered and the general procedure for entrance into senior school at age 11.
3. In Year 5, a meeting is held in May to reiterate the procedure for entrance into senior school at age 11.
4. Each term a Newcomers' Morning is held to welcome children into our Kindergarten classes.

SELECTION FOR SECONDARY SCHOOL

All Year 5 and Year 6 girls are prepared for the entry examinations in both the private and public sectors. They may well sit more than one test, depending upon which school they wish to go to and on their academic ability. We encourage pupils to have a first-choice school and a back-up choice. For entry to many of the local independent day schools, the girls sit examinations set by the schools themselves. For entry to some boarding schools, the girls sit the Common Entrance examination, held at The Granville. For entry into the maintained selective Grammar schools, the girls sit the 11+ examination set by the local authority. *Further details are provided when appropriate.*

SCHOOL INSPECTIONS

The School is regularly inspected under the ISI (Independent Schools Inspectorate), which is approved by OFSTED. Under the articles of association of IAPS (Independent Association of Prep Schools), of which the Headmistress is a member, these inspections take place at least every three years. Kindergarten and

Reception Years are also inspected by ISI under the requirements for the Government's Early Years Foundation Stage. The resulting reports are available for parents to read, either at the School, on our website or on the ISI Website. Our last inspection was in May 2017, when we were judged 'Excellent' for Educational Quality and were Compliant in all areas.

SECTION 2 ADMINISTRATION AT THE GRANVILLE

TIMETABLE FOR THE SCHOOL DAY

	Seniors	Juniors	Reception	Kindergarten Yellow Room	Kindergarten Red Room
School Gates Open	8:30am	8:30am	8:30am		
School Starts	8:45am	8:45am	8:45am	9am	9am
Assembly	8:55am	8:55am	8:55am		
Period 1	9:15am	9:15am	9:15am		
Period 2	9:50am	9:50am	9:50am		
Morning Break	10:25am	10:25am	10:25am	10:00am	10:00am
Period 3	10:45am	10:45am	10:45am		
Period 4	11:20am	11:20am	11:20am		
Period 5	11:55am	Lunch	Lunch		
Lunch	12:30am	11:55am	11:55am	11:55am	11:55am 1pm ends*
Period 6	1:30pm	1:15pm	1:15pm		
Period 7	2:05pm	2:05pm	2:05pm		
Period 8	2:40pm	2:40pm	2:40pm		
Period 9	3:15pm	Home	Home	Home	
School Ends	3:50pm(Y3&4)4pm (Y5&6)	3:15pm (Y1) 3:20pm (Y2)	3:10pm	3pm	

THE EXTENDED DAY

Breakfast Club (dining room)	7:30am – 8:30am
*Kindergarten Red Room Afternoons	1pm – 3pm (Monday – Thursday)
'Waiting'	3pm – 3:50pm/4pm (Kindergarten) 3:15pm – 3:50pm/4pm (Junior School)
After-School Activities (Monday – Friday)	3:15pm – 3:45pm (Year 1) 3:20pm – 3.50pm (Year 2) 3:50pm – 4:30pm (Years 3 & 4) 4pm - 4:30pm (Years 5 & 6)
Supervised Prep. (Monday - Friday)	3:50pm – 4:30pm (Senior School)
After School Care (Monday – Friday)	3.50pm - 6pm (Junior School) 4.30pm - 6pm (Senior School)

The School Rules

Rules are needed in order to create a safe, happy and productive environment.

GENERAL

- School opens at 8.30am. *
- Children enter the main school building through the Tower door. Parents and visitors enter through the front door and must sign in
- Always cross the drive at one of the crossings unless you are accompanied by a parent or member of staff.
- Always walk quietly when in any school building.
- When going to and from assembly everyone must be silent.
- Walk up the stairs on the right.
- Make way for any adult.
- The senior changing room and all cloakrooms are out of bounds without permission or adult supervision.
- The Hall is out of bounds except when you are accompanied by an adult.
- Toys can only be brought into school with your teacher's permission.
- Money may be brought in for charity events.
- Mobile phones can only be brought to school if you travel on your own. Parents need to have informed the school that you will be travelling on your own. The phone should be left in the school office (or your teacher) and picked up at the end of the day.

UNIFORM

- Correct school uniform should be worn at all times.
- Jewellery is not allowed except for named watches and **plain gilt** stud earrings. Studs have to be removed for all PE lessons. If you are going to have your daughter's ears pierced, please do so during the Summer Holidays to ensure that earrings can be removed for PE.
- Make up and nail varnish are not to be worn.

BREAK AND LUNCHTIME

- Everyone should be outside at break unless they have permission to stay in.
- Only leave the playground if you have permission
- Always wash your hands before eating.
- Break boxes should be clearly named and contain only fruit or raw vegetables. NO other food or sweets should be brought into school except on your birthday when you may bring in small, individually wrapped cakes for your Year.
- No drinks may be brought into school other than a named water bottle.

***Children who arrive early will be placed in breakfast club and a charge will be made.**

THE HOUSE SYSTEM

The School operates a House system, all girls being allocated to a House on entering Reception.

The Houses are: **Chartwell** **Hever** **Knole** **Penshurst**

The House system is used for competitive sports competitions and for charitable fund-raising events. House Points are awarded for work, effort and behaviour. These accumulate and contribute toward the House Point Cup which is presented on Awards Day at the end of the academic year.

THE REWARD SYSTEM

‘House Points’ are awarded for good behaviour and good work. Generally, one house point is awarded for a good piece of work and two house points for a very good piece of work. Exceptional work of an excellent standard may obtain three/four house points but this is rare and hard to earn.

Teachers hand out coloured tokens for each house point and the children place their token(s) in the House tubes which are in the cloisters. Every two weeks the house point tokens are collected on a Thursday lunch, and are counted by the House Captains. The winning house is announced in whole school assembly the following Monday (or Friday if there is no Monday assembly) and averages for each house are displayed on the house boards with the winning house receiving a gold star on their board.

Work which is considered to show individual achievement can be awarded a ‘Good Work’ and is shown to the Headmistress on a Friday. Totals are kept throughout the academic year and for every multiple of five a certificate is awarded in assembly.

At the Granville we value, team spirit and making a positive contribution; integrity and honesty; tolerance and being kind; courage and perseverance and respect and being courteous.

Girls are awarded points throughout the week for demonstrating the Granville Values and the girl with the most points in each class is awarded the Value Points Badge in assembly.

Occasions on which sanctions have to be imposed are rare but, in the event of a girl misbehaving, the Class Teacher may keep her in at break or set extra homework. In more extreme cases the girl may be sent to see the Deputy Headmistress or even the Headmistress.

Full details of the school sanctions are published in the school ‘Promotion of Good Behaviour’ Policy and is available to parents on request from the school office and on the school website.

YEAR 6 POSITIONS OF RESPONSIBILITY IN SCHOOL

HEAD GIRLS	Represent the school on all public occasions. Give vote of thanks for visitors. Present Head Girl's and Deputy Head Girl's report on Awards Day. Secretary for the School Council.	
HOUSE CAPTAINS	Organise House teams for sporting events. Assist House Mistress/Master, particularly helping with juniors. Lead any House activity. Count House Points every two weeks.	
GAMES CAPTAINS	Keep PE equipment tidy and organised. To help with the organisation and administration associated with teams.	
PREFECTS	All Year 6 girls are made prefects for the year and are allocated specific roles of responsibility. They are expected to fulfil their role to the best of their ability.	
	Library Prefect	To assist in the library with a variety of duties assigned by teacher with responsibility for the library.
	Year Prefects	To help a younger Year as directed by the form teacher.
	Subject Prefects	To help a subject teacher.

In addition, all Year 6 girls have playground supervision duties on a rota to help teachers on duty on the playground. They also assist in classroom supervision during wet playtimes.

OTHER POSITIONS OF RESPONSIBILITY

FORM CAPTAINS These are elected by the class (Years 3 – 5) using a secret ballot each term. The Form Captains are awarded a badge in Assembly by the Headmistress. Their duties are various as prescribed by the form teacher.

SCHOOL COUNCIL This is organised by the Deputy Headmistress, with the help of the Head Girls. Two girls are elected from Year 2 upwards to represent their year on the School Council for the whole of the academic year. Meetings are held each half term to discuss ideas and concerns of the girls which will help to improve their school. At the end of every half term, Years 2-6 attend an assembly where the Head Girl and Deputy Head Girl feedback from school council meetings.

SECTION 3 INFORMATION FOR PARENTS

THE GRANVILLE SCHOOL - POLICIES

The Government requires that we make various policies available to all parents. The following is a list of those policies. They may all be found on the school website. If you require hard copies of these or any other school policy please contact the School Office.

- Administering of Medicines Policy
- Admissions Policy
- Anti-Bullying Policy
- Safeguarding Policy
- Curriculum Policy
- Educational Visits Policy
- Health & Safety Policy
- Learning Development (SEND) Policy
- Parental Concerns and Complaints Policy
- Promotion of Good Behaviour Policy (including sanctions)
- Storing of Images Policy (including taking, storing and using images of children)

UNIFORM

All pupils are expected to wear smart, regulation school uniform and each item should be individually marked with the name of the owner.

✓ required * Items sold in school

X	not required	# New items
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- o Own choice

The normal uniform is:

ALL YEAR

All Year	Early Years	R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Blue blazer	X	✓	✓	✓	✓	✓	✓	✓
Blue cardigan	✓	✓	✓	✓	✓	✓	✓	✓
Blue hair ribbons/slides	✓	✓	✓	✓	✓	✓	✓	✓
Leotard for ballet and PE	X	X	✓	✓	✓	✓	✓	✓
Unblocked ballet shoes	X	✓	✓	✓	✓	✓	✓	✓
Navy or black lace-up/bar shoes (NO thick soles and heels)	X	✓	✓	✓	✓	✓	✓	✓

WINTER UNIFORM

	Early Years	R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Navy waterproof coat	x	✓	✓	✓	✓	✓	✓	✓
School hat	x	✓	✓	✓	✓	✓	✓	✓
Scarf *	x	✓	✓	✓	✓	✓	✓	✓
Plaid pinafore	x	✓	✓	✓	x	x	x	x
Early Years Plaid pinafore (worn with white/blue PE shirt)	✓	x	x	x	x	x	x	x
Plaid skirt	x	x	x	x	✓	✓	✓	✓
Long navy socks/tights	✓	✓	✓	✓	✓	✓	✓	✓
White blouse with frilled cuff	x	✓	✓	✓	x	x	x	x
White school blouse	x	x	x	x	✓	✓	✓	✓

SUMMER UNIFORM

	Early Years	R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
House sun caps	x	✓	✓	✓	✓	✓	✓	✓
Blue striped hat (Reception, Years 1 and 2 can choose between the House cap or striped hat)	✓	✓	✓	✓	x	x	x	x
Summer Dress	✓	✓	✓	✓	✓	✓	✓	✓
Short plain white socks	✓	✓	✓	✓	✓	✓	✓	✓
Blue Shorts	✓	x	x	x	x	x	x	x
Lightweight waterproof raincoat	x	✓	✓	✓	✓	✓	✓	✓

Shoes

Shoes should be navy or black– **non shiny and not slip on**. They should only have a low heel. ***Please remember that the girls will be playing in these shoes.***

PE

ALL PE KIT SHOULD BE NAMED ON THE OUTSIDE. TOPS ABOVE CREST, BOTTOM ON HEM.

	Early Years	R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Blue Lycra 'cycling' shorts #	x	✓	✓	✓	✓	✓	✓	✓
White/blue PE shirt	✓	✓	✓	✓	✓	✓	✓	✓
Early Years Track Suit	✓	x	x	x	x	x	x	x
Navy jogging (school) trousers With white piping #	x	✓	✓	✓	x	x	x	x
Navy tracksuit trousers (white piping)	x	x	x	x	✓	✓	✓	✓
Navy Fleece *	x	✓	✓	✓	✓	✓	✓	✓
Black Plimsolls (Kindergarten only)	✓	x	x	x	x	x	x	x
Trainers with no sparkles/lights Velcro for Junior School	✓	✓	✓	✓	✓	✓	✓	✓
Long blue PE socks	x	x	x	x	✓	✓	✓	✓
White Granville skin player layer	x	x	x	x	✓	✓	✓	✓
Short plain white socks	x	✓	✓	✓	✓	✓	✓	✓
Blue Leotard	x	x	✓	✓	✓	✓	✓	✓
Royal Blue swimsuit	x	✓	✓	✓	✓	✓	✓	✓
House swimming caps	x	✓	✓	✓	✓	✓	✓	✓
Latex swimming cap	✓	x	x	x	x	x	x	x
Mouthguards (Spring Term only) OPRO fitting offered in November	x	x	x	x	✓	✓	✓	✓
House T shirt *	x	✓	✓	✓	✓	✓	✓	✓
House sun caps *	x	✓	✓	✓	✓	✓	✓	✓

FOREST SCHOOL KIT

	Early Years	R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Navy Waterproof Trousers*	x	✓	✓	✓	✓	x	x	x
Welly boots or similar waterproof boots with room for welly liners and extra socks	x	✓	✓	✓	✓	x	x	x
Hat* – (school winter hat is ideal)	x	✓	✓	✓	✓	x	x	x
Gloves (waterproof)	✓	✓	✓	✓	✓	x	x	x
School Coat (winter or waterproof one)	x	✓	✓	✓	✓	x	x	x

OTHER ITEMS NEEDED IN SCHOOL

	Early Years	R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Rucksack*	x	✓	✓	✓	✓	✓	o	o
PE Bag - Blue	✓	✓	✓	✓	x	x	x	x
PE Holdall # *	x	x	x	x	✓	✓	✓	✓
Light navy-blue drawstring swim bag *	✓	✓	✓	✓	✓	✓	✓	✓
Painting apron with sleeves (from Horncastle Ltd)	x	✓	✓	✓	✓	✓	✓	✓

All uniform items which are not marked otherwise are available from Horncastle Ltd. All 'blue' items are the 'Granville' blue.

Retailer: Horncastle Ltd., 66 High Street, Sevenoaks, Kent TN13 1JR (01732 453574)

Shoe Retailer: C F Hoad & Son Ltd., 53 London Road, Sevenoaks, Kent (01732 453816)

LOST PROPERTY

Items of clothing which are found are placed in two boxes located outside by the dining room. Parents and girls may look in these boxes for any lost property. These boxes are cleared out periodically and any unmarked items of uniform are donated to second-hand uniform. Non-uniform clothing will be given to charity. **IT IS ESSENTIAL THAT ALL ITEMS ARE CLEARLY NAMED.**

SECOND-HAND UNIFORM

The school parents' association (FOG) runs the school second hand uniform shop. It is open on a Monday morning, 8.45am-10am and a Wednesday afternoon from 3pm until 4.30pm and is in the Gate House, (the last building on the right before exiting the school). If you need to contact the second hand shop their email address is theshop@granvilleschool.org.

ABSENCE

Holiday: The school believes that **every school day is important**. Parents are requested to ask permission in writing from the Headmistress if a child is to be absent for any reason and then only if it is absolutely necessary. **Girls are not allowed to take holidays during term time.**

Illness: If a child is absent from school, due to illness, parents must 'authorise' the absence. Wherever possible, parents must notify the School by telephone before 8.45am on the first day of absence. The School will call parents between 9.15am and 9.45am if a child's absence is unexplained. Parents should also provide the Class Teacher with written confirmation and reasons for the absence, on the child's return to school. These actions are required by law, as the DCSF requires the School to return absence figures to them, with any 'unauthorised' absences to be regarded as truancy.

ARRIVAL AND DEPARTURE FROM SCHOOL

In order to ensure the safety of our pupils it is essential that parents follow our guidelines for dropping off and picking up their children.

Parents must not use their mobile phones while driving on the school site. All children must be secured with a seatbelt and appropriate car seat if legally required.

We operate a one-way system for traffic when pupils are brought to school in the morning and picked up in the afternoon. The entrance to the School is between Nos. 10 and 14, Bradbourne Park Road and the road winds round to the dropping-off zone in front of the Tower entrance. The School also provides an alternative entrance at Woods Gate in Mount Harry Road. The Woods Gate Entrance is only available for delivering in the morning between 8.30am and 8.45am and for collecting children between 3.50pm and 4.10pm. It is locked at all other times. Mr Whiting, the site manager, monitors the gates when they are open. Parents who wish their older daughters to walk to and from school must advise the school in writing, giving specific dates.

PARENTS MUST PARK OFF SITE WHEN ATTENDING ANY SCHOOL EVENT

DROP OFF

Unless your child is attending an early morning club or breakfast club they should not be dropped off until 8.30am. Children arriving before this time will be sent to breakfast club and a charge will be added to your bill. The normal dropping off time is between 8.30 – 8.50am.

Cars dropping children off should pause only to let them out. There is a limited stopping zone where parent can unload bulky items like large instruments. A traffic marshal will patrol to ensure only authorised cars are parked on the drive and to maximise the smooth flow of traffic. Authorised cars (parents of Kindergarten

children) must display their valid parking permit at all times. Please ensure that, where possible, your child is sitting on the side of the car nearest to their school entrance. Pedestrians should keep to the designated pavements and crossing area by the Tower and in the drive. **THEY SHOULD NOT, UNDER ANY CIRCUMSTANCES, WALK ON THE DRIVE.**

In order to keep the cars moving please ensure that your child is ready to get out of the car, but do not release their seat belts until the car has come to a halt. Their coats should be on and their bags close at hand.

REC – Y6 BREAKFAST CLUB - 7.30AM TO 8.30AM

Is held in the Dining Room. Parents can drop off at the Tower.

KINDERGARTEN - 7.30AM TO 9.00AM

Kindergarten parents may park on the drive with a Granville permit in order to escort their child to their classroom. This can be done from any time between 7.30am and 8.40 for breakfast club and between 8.40 and 9.00 for the start of the day.

RECEPTION, 1, 2 & 3 – 8.30AM TO 8.50AM

Parents can use the one-way system to drop children off at the top of the slope; senior girls will supervise them and deliver them to their classroom. A staff member will be 'on duty' from 8.30am. Alternatively, park off site and walk the children to their drop off point.

YEAR 4 TO YEAR 6 - 8.30AM TO 8.50AM

Drop at the tower and girls will make their way to their classrooms. Alternatively, park off site or drop off at Woods Gate.

COLLECTION

KINDERGARTEN RED ROOM 1PM OR 3PM

Park on drive with a Granville permit and collect from classroom.

Children can be collected from 'Waiters' between 3pm and 3.50pm from the classroom. From 3.50 - 6pm, they can be collected from afterschool care.

KINDERGARTEN YELLOW ROOM (PM)

Park on drive with a Granville permit and collect from classroom.

From Reception to Year 2 children will be brought to the Tower by their teachers.

RECEPTION (3.10PM) Park off site or drive through and collect from the Drive.

YEAR 1 (3.15PM) Park off site or drive through and collect from the Drive.

YEAR 2 (3.20PM) Park off site or drive through and collect from the Drive.

Senior children will go to the Tower or 'Up Woods'. Please remember that they may not be there at 3.50pm. If your daughter is not at the Tower you will be asked to drive round again to ensure that the traffic can keep flowing.

YEARS 3 – 4 (3.50PM) Collect from the Drive or Woods Gate.
YEARS 5 – 6 (4.00PM) Collect from Drive or Woods Gate.

AFTER SCHOOL CLUBS AND PREP (4.30PM) Collect from the Drive only.

CONSEQUENCE OF BREACHING THE DRIVEWAY POLICY

In order to ensure the safety of our children it is essential that **EVERYONE** follows this policy and cooperates at all times. If a vehicle/parent breaches this policy they will be given a written warning. If the offender breaches the rule for a third time they will be banned from using the drive for one full term.

SCHOOL OUTINGS

Each class will go on organised outings during the year. In September parents will be informed of all these by letter. This letter will outline where the children are going and the expected cost. Parents will have given consent via SchoolBase, giving permission for the child to go on the trips. If the consent is not given, children will be unable to go on the trips.

Pupils in Years 4, 5 & 6 may have an opportunity to take part in a residential visit. This may be an outward bound style trip, a visit to France or a cultural visit in Britain. Separate permission letters with return slips will be sent to parents requesting permission for the child to go on these trips.

SCHOOL MATCHES

As the girls progress through the senior part of the school an increasing number of matches are played against other local schools in a variety of sports. On some occasions it is possible for every girl in the class to play in a team. It is important to note that there are matches which involve only one or two teams from the year group and on these occasions, girls are chosen on their recent performance, commitment to practices and their attitude.

Travel to matches is generally in the school minibus. On occasions coaches may be used.

SECTION 4 SECURITY AND DISCIPLINE WITHIN THE SCHOOL

SECURITY

The School takes very seriously the safety and security of all the children and staff at The Granville. The children are encouraged to develop independence and a sense of responsibility. One way in which this is achieved is by allowing children free access to the school buildings, to change classes etc. This is only achieved by maintaining a safe and secure environment. Everyone has a responsibility to ensure that the premises are kept safe and secure.

THE SCHOOL GATES

When driving please enter the school through the blue gates at all times.

In order to maintain security during the school day the gates open at the following times:

For morning drop off	7:20am – 9:15am
For Kindergarten Red Room pick up	(Please push the buzzer)
For end of day pick up	2:50pm – 6:30pm

- If you need to visit the school at any other time please enter via the blue gates by pushing the buzzer. When you have parked please report to the office.
- If you need to return to school with forgotten items please leave them in the office so that lessons are not disturbed.
- If you need to pick your child up during the day please collect them from the office so that they can be signed out of school.

In order to ensure the safety of the children it is essential that parents follow these guidelines and treat the school driveway as if it were a public road.

ENTRANCE TO BUILDINGS

The School buildings have several entrances, all of which are fitted with electronic keypads.

- Evans Lodge (Early Years) – keypad access for Early Years parents and pupils
- Ena Makin Building (Years 1, 2, 3 & 4) - keypad access for pupils only
- Tower Entrance, Side Entrance (Years 5 & 6), keypad access for pupils only
- Front Door - intercom access for parents

In addition, there is security fencing in key areas of the School: Junior playground, terrace walkway at rear of the School and school field.

Woods Gate is locked throughout the day, except 8:30am to 8:45am and at 3:50pm.

In order to maintain our safe environment:

- 1. Close all external doors.**
- 2. If you have to enter the school between drop off and pick up please report to the main office.**
- 3. Do not enter any classrooms during lessons - office staff will ensure that your child receives any items they may have left at home.**

SAFEGUARDING PROCEDURES

The Granville operates safeguarding procedures in accordance with the governments 'Keeping Children Safe in School', a copy of which is available on the school website or in the office. Training for staff is regularly updated according to Government regulations.

THE SCHOOL POLICY ON 'PROMOTING GOOD BEHAVIOUR'

At The Granville there is a long tradition of courtesy, consideration, care of others, common sense and contribution to the school. The school believes that the high standard of behaviour expected of our pupils enables effective teaching and learning to take place.

Pupils are taught from the earliest class, the correct ways to behave towards others, eg:

- Response to adults, visitors etc "please" and "thank you", opening doors, standing aside on stairs and in corridors, offering help.
- Caring for younger children in school, on the playground; helping at lunchtime.
- Response to routine – punctuality, replying to questions and conversation to suit the occasion.
- Behaviour at formal occasions – Awards Day, Sports Day, concerts etc.
- Behaviour out of school on visits, matches etc.

In matters of discipline, a parent should alert the Class Teacher about any problems as soon as possible. Good liaison between home and school is essential. Should further advice need to be sought, the Deputy Head or Head of Department should be consulted, and, in the final instance, the Headmistress should be involved. On occasions, parents may wish to discuss a problem with the Headmistress in the first instance. If this happens, the Headmistress will consult with the relevant member of staff as soon as possible, so that the problem can be discussed and dealt with promptly.

The school has a procedure for Sanctions within its '**Promoting Good Behaviour**' policy which is available on the School website. A hard copy may be obtained from the School Office.

THE GRANVILLE SCHOOL POLICY ON BULLYING

DEFINITION OF BULLYING:-

“Bullying is the repeated intimidation of a victim that is intentionally carried out by a more powerful person or group in order to cause physical and/or emotional hurt.” (Kidscape)

The wilful hurting of children in our care will not be tolerated.

By clear preventative steps and an open policy against bullying, we hope that The Granville will remain as free as possible from the problem.

Any form of bullying is treated seriously and parents will be informed where necessary. However, sometimes children can be, and are, nasty to each other and all adults in school need to have clear guidelines on how to deal with such situations.

The teachers have clear guidelines on how to deal with bullying:

- All reports of bullying are taken seriously.
- Action is taken as quickly as possible.
- The Headmistress is informed of any incidents of bullying.
- The Headmistress will decide whether parents should be involved.
- Where appropriate, teaching colleagues are informed.

Parents may view the School **Anti-Bullying Policy** on the School website; a hard copy can be obtained from the School Office.

SECTION 5 PERSONAL AND SAFETY POLICIES AT THE SCHOOL

HEALTH AND SAFETY

The Granville has comprehensive Health and Safety policies of which all members of staff are aware. These policies are reviewed annually by the School's designated Health and Safety Officer. The School carries a certificate of fire-worthiness and holds fire practices on a termly basis.

Parents may view the School's **Health and Safety Policy** on the School website or obtain a copy from the School Office.

MEDICAL ASSISTANT

We are fortunate to have a qualified Medical Assistant, Mrs Allaway, onsite. If you need to discuss any medical concerns, please contact her through the office or directly email her on allawayw@granvilleschool.org.

ACCIDENTS

The School has written procedures for dealing with accidents. All accidents to pupils that require first aid or medical attention are entered in the School's accident book by the appropriate member of staff. Parents are informed in such cases, either by phone or at collection. With cases of head injury, the parents are informed as soon as possible, and medical advice sought. The school regularly trains staff in first aid procedures. Several members of staff also hold a 'Paediatric' first aid certificate.

ALLERGIC REACTIONS

Very occasionally, a pupil will have a severe allergic reaction to a substance, e.g. peanuts, dairy products, bee-stings etc. Parents must inform the School of allergies on the pupil's entry to the school using SchoolBase or as soon as they become aware of the allergy. If parents have given written permission, appropriate medicine can be kept in the School Office and can be administered in an emergency. EpiPens are stored both in the office and in the child's classroom. If the child requiring the EpiPen is going on a school trip or away match the office EpiPen is taken by the teacher in charge.

MEDICINES

It is the School's policy that members of staff will only administer medicine to pupils at School with written permission from parents. A form is completed when a child enters the school. If a child is so ill that he or she needs regular doses of antibiotics, then the child should be kept at home until the period of dosage is finished. The school will administer certain medicines in emergency, but only if the parents have given their permission. If your child needs regular dosages please provide the school with the medicine. It should be taken to the office by an adult only and a permission form completed.

If your child has an underlying medical problem please request a 'Health Plan' form. This will enable us to give your child the best possible care. These plans are updated at least every year. ***It is important that you keep the school informed of any changes to the treatment your child requires.***

ILLNESS

Children should remain at home for 48 hours following the onset of vomiting or diarrhoea. The school should be informed of all communicable diseases.

HEAD LICE

This is a common problem in all schools. It is essential that you regularly check your child's hair. If lice are found the whole family should be treated immediately and the school informed. The school will then inform the class concerned, mentioning no names. If we find a child with lice in school parents will be informed and asked to treat the family. In order to prevent the spread of head lice hair must be tied back at all times.

DIET

The School provides good homemade nourishing food that provides a balanced diet. The pupils are encouraged to try all dishes, but are not forced to eat anything they dislike. Packed lunches are not allowed but, with written permission, a child may have a vegetarian alternative. Special diets can be provided for religious reasons, e.g. Moslem, Kosher, and for certain medical conditions, e.g. coeliac disease and severe allergies.

A hot lunch is provided to the Kindergarten children in their room. The children from Reception to Year 6 eat in the dining hall.

BREAK-TIME

The children are allowed to bring in a piece of fruit, raw vegetable or dried fruit containing no artificial additives or sugar for their mid-morning break. Grapes are not allowed in Kindergarten or Reception. For the rest of the school they must be cut in half. They are not permitted to bring in drinks to school, but may bring their own water bottles and have a drink of water when needed. Water fountains are available.

MONEY BROUGHT TO SCHOOL

Children are allowed to bring in a small amount of money for charity events; these are mainly concerned with children's welfare, e.g. Great Ormond Street Hospital, NSPCC, Children in Need. They may also bring in a small amount of pocket money for use in sales of goods or school outings. This should always be carried in a named purse and is solely the child's responsibility.

No money should be in school on other occasions.

COMPLAINTS PROCEDURE

The School's **Parental Concerns and Complaints** policy may be viewed on the School's website and a hard copy can be obtained from the School Office.

USE OF THE INTERNET

All girls from Reception use the internet as part of the curriculum. All girls are expected to sign an 'Acceptable Use of the Internet' agreement which they read through with their parents. If your child enters the school at another time they will receive the necessary documents during their first term. The school employs an external company to filter the internet so that no one can access inappropriate websites.

USE OF MOBILE PHONES

Girls are **NOT** allowed to bring mobile phones into school except under special circumstances which are agreed with parents. This is usually when a girl is travelling to and/or from home alone. Parents need to inform the school that their daughter will be travelling into school alone. Any mobiles brought into school are left with the Form Teacher or the school office and picked up at the end of the day.

USE OF PHOTOGRAPHS

Photographs of the children are used in our publicity and on our website. It is the policy of the school not to name the children. Parents are asked permission when their child joins the school for their child's photographs to be used in this way.

SECTION 6 SOCIAL DEVELOPMENT - THE GRANVILLE YEAR

GRANVILLE ASSEMBLIES

There is Assembly for all children once a day at the Granville. Twice a week Assembly is for all classes from Reception – Year 6, and on the other three days the school is divided into Senior and Junior Assemblies, with a weekly Senior and Junior hymn practice. Senior classes present assemblies in front of the rest of the school; this is usually relevant to topic work such as history or a recent school trip.

The Headmistress takes the Monday whole school Assemblies. On Fridays she takes an Assembly for Kindergarten. Staff rotate the Senior/Junior Assemblies on other days of the week. The Deputy Head takes an assembly for Years 3-6 on a Friday.

Birthdays are celebrated by lighting candles on a cake and counting by the child's class in a foreign language of her choice as the candles are lit. A small item of confectionery is presented. Badges, certificates etc are awarded in Assemblies. Girls are encouraged to bring in any medals/certificates they win at external events to be awarded during assembly

Kindergarten hold their own Assemblies.

THE SCHOOL YEAR

The Granville has a tradition of special events that were inaugurated by the Founder, Miss Ena Makin or later by her niece Miss Maureen Froggatt who was for many years the Headmistress. These are occasions on

which the whole school comes together to praise, remember, share, give thanks to God, and sometimes just to have fun.

The following is a brief Diary and explanation of all the events throughout the year.

AUTUMN FESTIVAL

This is held during the first two weeks of October. Kindergarten – Year 2 each prepare a poem and song about Autumn. The songs are chosen by the Head of Music in consultation with the class teacher and are prepared in the music lessons. The poems are chosen by the class teacher and are practised in class. Artwork is displayed on the theme of Autumn in the classrooms. On the day of the Autumn Festival the juniors present their poems and songs to the rest of the school in the Festival. *Parents will be invited to a separate performance.*

STIRRING THE PUDDING

This traditional ceremony is usually held towards the end of November. The whole school dances and sings in circles round the Great Hall to the tune of “Here comes the Pudding” Year 6 girls act as attendants and officials to the School Cook and Deputy Cook who are dressed as Mrs. Christmas and Mrs. Holly. The pudding is led in procession onto the stage, and then all staff and pupils come up onto the stage and stir the pudding and wish in turn. They then dance and sing as the pudding is taken out again. *This is an internal event.*

CHRISTMAS ENTERTAINMENTS

All children in the Junior School are involved in Christmas plays which are usually performed on the first Saturday of December. The Seniors have a ‘Christmas Celebration’ of words and music in St Nicholas Church on one evening during the last full week of term. *Parents will be invited to both occasions.*

CHRISTMAS PARTY

This is held on the last but one day of Autumn Term.

Kindergarten Red Room have their own party.

Kindergarten Yellow Room – Year 6 arrive in party clothes. Games are played in the classrooms and a Christmas lunch with crackers is laid out, in two sittings, in the Dining Room. At various times during the day a storyteller will entertain the children. During the day FOG run the ‘Secrets Room’ where children can buy presents for their families.

THE SPRING FESTIVAL

This is always held during the final week of the Spring Term and is perhaps one of the highlights of the School’s year. All classes sing a song and say a piece of poetry or prose to do with Easter or Spring. Year 6 girls perform a speaking or singing account of the Easter Story. They also compose Spring songs for the younger girls. All the girls wear chaplets of fresh flowers on their heads and the Great Hall is decorated with flowers by the Year 6 mothers. Boys wear a button-hole. *Due to the restricted size of the Great Hall it is only possible to invite one parent per family.*

FOUNDER’S DAY FETE

This is held on the Saturday closest to May 8th at the beginning of the Summer Term. It is organized and run by the Friends of Granville (FOG). It is expected that all the pupils and staff attend. During the afternoon Year 5 dance around the maypole.

SWIMMING GALA

This is held during the Summer Term, usually before half term. The Gala is an inter-house swimming competition for Years 4 – 6 and is held in a local pool with parents attending.

THE SENIOR PLAY

This is held on a Friday evening in early June. The Year 6 girls perform a play, directed by the Head of Drama, to an audience of their parents. They also perform some of their own presentations.

THE MIDDLE SCHOOL PLAY

Year 4 perform their play to their parents during an evening at the beginning of February. This is directed by the Head of Drama.

JUNIOR AND SENIOR SPORTS DAYS

These inter-house athletics competitions are held towards the end of the Summer Term, on separate days. The girls wear coloured tee-shirts according to their House. The parents are invited to watch.

EARLY YEARS' SPORTS DAY

This is held towards the end of the Summer Term. Children in Kindergarten have a few 'fun' races, parents are invited.

AWARDS DAY

The Granville Awards Evening is held during the last full week of the Summer Term. A guest speaker is invited to present awards and certificates to the girls in Years 3 – 6. The ceremony is followed by a Buffet Reception in the Dining Room for parents of Years 5 and 6, Governors and Guests. *All girls from Year 3 upwards are expected to attend.*

JUNIOR AWARDS

This is held during an Assembly time in the last week of the Summer Term. Parents are invited to listen to songs/poems/piano by children from Kindergarten Yellow Room – Year 2. Certificates are awarded in this ceremony for ballet, music, gym and swimming etc.

SENIOR CONCERT

The main Summer Concert is held in the Summer Term. Parents are invited to a concert of music, including individual instrumental performances, choir and orchestra. There is usually an interval with wine and soft drinks offered to the parents.

INFORMAL CLASS CONCERTS

These are held either after school or at 9.30am after coffee. They provide an opportunity for the girls to perform on their musical instruments in front of their parents.

OPEN EVENING

During the Summer Term the school has an open evening when the school is on display for current and prospective parents. It is an occasion when all of the children are able to celebrate their successes with their parents and other members of their family.

SEATING

It is the school policy to invite parents to as many events as possible. However, at certain major events seats have to be strictly limited due to the size of the Great Hall and Government Health and Safety regulations.

SECTION 7 COMMUNICATION AND THE WIDER GRANVILLE COMMUNITY

FAMILY FEELING

There is a real feeling of belonging to a family at The Granville. Happiness is essential for effective learning and that happiness should encompass pupils, staff and parents alike. This feeling of belonging to a team is enhanced in many different ways. The first and most vital is the friendship of the pupils for each other.

An important part of a school's happiness and success is its ability to encourage the parents to play an active and supportive role in school life. This is done in a variety of ways, listed in the following sections.

FRIENDS OF GRANVILLE

Known as FOG, this is the Parent's Association of The Granville. All parents become members when their children join the School. There is a small annual subscription, which is added to the school bill. FOG is run by a committee of parents, who serve for a maximum of three years. New committee members join by invitation.

FOG's function is both social and to act as fund-raisers. Its main event of the year is the Founder's Day Fete (see "The Granville Year" in Section 5 above). This takes place at the beginning of the Summer Term, as close as possible to May 8th, which is the date on which the School was founded. The school year begins with a welcome coffee morning and parents meeting for all parents, closely followed by a cocktail party for all parents, staff and governors in September. There are two other fund-raising events in November and March. These usually take the form of evening events such as Murder Mystery Suppers and the like. A Summer Ball is held biannually in June. All FOG events are voluntary and the extent of participation is left entirely to parents.

HELPING IN SCHOOL

Parents are sometimes asked to help in school, especially when the children are younger, for example with workshops and trips. We also welcome parents as 'visiting experts'. Please do offer your services if you have expertise in a topic being taught.

PARENT CLASS REPRESENTATIVES

The major role for the Form Reps is to organise each class's contribution to school events. They are also encouraged to hold termly informal social events among the parents of their year group to promote the community feel of the school.

Each year group selects a parent. This selection is decided jointly between parents and Class Teachers. The Class Rep then serves for a period of two years and is also a member of the (FOG) Committee.

WEEKLY NEWSLETTER

Every Friday, during term time, a newsletter is emailed to all parents. This keeps you up to date with events happening in school and any other important news. ***Please read it!***

SCHOOLBASE

Our school Management Information System is called SchoolBase. In this we store information about your child, including contact details, medical and dietary requirements, consents, academic reports and results and other information. Every parent has a username and password to access their child's information on the SchoolBase Parent Portal or, if preferred, the SchoolBase App. Parents can access and amend their contact information as well as keep their child's information up-to-date. They can also view their child's timetable, calendar events relevant only to their child(ren), academic reports and other documents as well as notices uploaded to the portal. SchoolBase has many other useful features, such as bookings for Parents' Evening and extra-curricular activities.

OUTSIDE NOTICEBOARDS

There are two noticeboards in the grounds, one by the pavement near the Exit and one on the playground between the Evans Lodge and the Ena Makin Building. These are for notices to parents from the School and will include a weekly menu. The noticeboard outside the dining room includes dates of senior school open days. ***Please do not place notices on these boards without contacting the office.***

CALENDAR

The School calendar can be accessed via SchoolBase or the school website. Parents should keep this to refer to, as it is a diary of all major academic, cultural, social and sporting events of the term.

PHOTOGRAPHS

Professional photographers come to the School every year to photograph the children individually and in sibling groups. Parents then have the option to purchase these, if they wish. Class photographs are taken annually and a whole school photograph is taken once every three years.

SCHOOL OFFICE

The School Office can be contacted from 8.00am until 5.00pm. On the rare occasions when administrative staff are otherwise engaged, an answerphone service operates. The answerphone is also in operation out of school hours. Messages are checked regularly. The contact number for After School Care is: 07825632128.

SCHOOL WEBSITE

The school website can be found at www.granvilleschool.org this gives information about the school and its aims and values. It also gives regularly updated information on events, sports fixtures, results, inspections, exams and projects and visits undertaken by the pupils.

E MAIL

The school communicates to parents via email and parents are encouraged to check their inboxes regularly. Staff will also reply to emails when they are not teaching.

TEXT MESSAGES

In emergencies the school will make contact by text or voice message, for example to inform parents of last minute changes of plan e.g. match cancellations, delayed returns to school after a trip, or arrangements during bad weather.

In order to ensure that our messages can reach you it is essential that you keep us informed of any changes to your contact details.

THE GRANVILLE SCHOOL – STAFF

Headmistress

Mrs Louise Lawrance

Bachelor of Primary Education (Hons) English

Deputy Headmistress

- **Mrs Louise McCabe-Arnold:**

BA (Hons) Leicester

PGCE University of London

MA Education Liverpool

DIRECTOR OF STUDIES

Mrs Leah Harrington

BA (Hons) University of Central England,

QTS, Birmingham

Also Senior School Transition Co-ordinator

HEAD OF MARKETING

Mrs Victoria Duggan:

BSc (Hons) Durham, MA London, PGCE London

Also Head of English, Co-ordinator of Libraries

HEAD OF MIDDLE SCHOOL

Mrs Jane Sladdin:

BMus (Hons) Edinburgh, PGCE Leicester

Also Head of Able, Gifted and Talented and Coordinator of Extra-Curricular Activities

Level 3 Forest School Leader

HEAD OF EYFS

Mrs Clare Moore: Reception

BEd, University of Tasmania, Australia

QTS Canterbury, Christchurch

GCRE (Graduate Certificate of Religious Education)

BURSAR AND CLERK TO THE GOVERNORS

Mr Gerard Garcia

FCCA, MBA, FCI Arb, Chartered Director

A full and current staff list can be found on the school website.

MEMBERS:

Miss Maureen Froggatt

Mr Richard Don

Mr Patrick Reynolds

Mrs Liz Sindall

Mr John Guyatt

Mrs Vikki Seymour

TRUSTEES AND GOVERNORS:

Mrs Nicole Coll, Chairman

Mrs Charlotte Glanville

Mrs Heather Paget-Brown

Mrs Anna Jobke

Mrs Mwai Odewale

Mrs Tamlyn Elrin

Mr Velizar Tarashev

Mrs Rowena Bolton

Mr George Brown

Miss Bridget Ward

Mrs Kate Easton

Mrs Jacqueline Thomas

USEFUL ADDRESSES AND TELEPHONE NUMBERS

Mrs Nicole Coll

Chairman of Governors

c/o The Granville School

2 Bradbourne Park Road

Sevenoaks

Kent TN13 3LJ

The Chair of Governors can also be contacted via the Bursar, who is Clerk to the Governors or through the school office.

RETAILERS:-

CLOTHING:

Horncastle Ltd, 66 High Street, Sevenoaks, Kent

Tel. 01732 453574

SHOES:

C F Hoad and Sons Ltd, 53 London Road, Sevenoaks, Kent

Tel. 01732 453816