



Parent Handbook

2022-2023

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Welcome to the Granville School

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 taught in Pre-School only.

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.

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 Granville School maintains a predominantly Christian ethos but is non-denominational. We teach our pupils to uphold and embody the school values:
 - Team spirit and making a positive contribution
 - Integrity and honesty
 - Tolerance and being kind
 - Courage and perseverance
 - Respect and being courteous

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.



Welcome to the Granville School

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.

This booklet is divided into eight main sections:

- Academic Life
- Administration
- Day to Day Information
- Security and Safeguarding
- Health and Safety
- Social Development and Special Events
- 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 the trust and collaboration which is so important in our partnership, as we work together to achieve the best outcomes for our children.

Mrs Louise Lawrance

Headmistress



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 use a range of teaching methods to ensure an inclusive, purposeful 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 Computing, Drama, French, Art, Design Technology, Music, Ballet and through Sport, after-school clubs and other activities.

The School follows both the National Curriculum and covers the additional requirements for the senior school examinations they will sit in Year 6. 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, alongside the soft skills required for success both at school and beyond the classroom. 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 with each part of the school overseen by a member of the Senior Leadership Team.

Boys are taught in Pre-School and transition to local state and independent schools for Reception. Most of our Pre-School girls, move up into Reception at The Granville. As we take children in the term around their third birthday, Pre-School Red may increase to a maximum of 16. Pre-School Yellow increases each term up to a maximum of 24. From Reception onward, the School takes only girls.

In Reception to Year 2, class size is capped at 24. Each class has a Form Tutor and Teaching Assistant(s).

From the start of Year 3, each class has between approximately 10 and 16 girls. Once a year group reaches more than 16 in total, the class is split into two parallel, mixed-ability classes. Keeping to these small class sizes, maximises 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.

Individual Music Lessons

From Year 2 individual music lessons are currently offered in piano, violin, cello, flute, clarinet, guitar, drums, singing, recorder, brass and saxophone.

Group lessons are also offered in string quartet, recorder, music theory and speech and drama. Ballet is offered as an extra class lesson from Pre-School Yellow Room - Year 6. Extra fees are charged for these lessons which are outlined on the fees list on the school website.

Fees: Individual 30-minute Lessons £235.00 per term

Homework

Homework, in the form of reading, begins in Reception. The variety and volume of homework increases steadily as the girls move through the school. Please see the relevant year group section at the end of this handbook for specific details.

Girls in Reception to Year 4 have a Reading Record in which to record their home reading.

The girls in Years 3 – 6 have homework diaries in which they write down their homework 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.

Libraries

We are fortunate to have 3 separate libraries at The Granville: The Senior Library on the ground floor of the Main Building, the Junior Library on the ground floor of the Ena Makin Building and Early Years' own library area in Evans Lodge.

A computer holds an electronic library catalogue and loans system, which is available for use by the pupils. The Junior Library 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.

Girls in Years 4, 5 and 6 may bring their eReaders (Kindle etc..) into school after signing the Acceptable Use Contract.

Breakfast Club

All children, from Pre-School to Year 6, 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 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.

This can be booked via the School Office - officemanager@granvilleschool.org. A form is emailed to parents on a Wednesday for the following week's bookings. We will do our best to accommodate emergency bookings - please call the office to arrange.

Cost - £7.50 per session

After-School Prep and Waiting

Prep, an opportunity to complete homework at school, runs from 3.50pm until 4.30pm for the girls in Years 3 – 6. They are supervised by a member of staff and their work is conducted in a quiet atmosphere. This is free of charge.

There is also a facility for siblings in the lower classes to attend a 'Waiting Class' until the end of the senior school day at 3.50pm. This is supervised by a member of The Granville's staff and is free of charge. This can be booked via the School Office - officemanager@granvilleschool.org

After School Care

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

During this time they have the opportunity to take part in various activities and will have a simple tea provided including a range of sandwiches, fruit and a drink

The charge for this facility that will be added to your termly bill. After School Care can be booked via the School Office. A form is sent to parents on a Wednesday for the following week's bookings. We will do our best to accommodate emergency bookings - please call the office to arrange.

Cost - Until 5pm - £8.50. Until 6pm - £17.00.

The contact number for After School Care is: 07825632128

Before, During and After-School Clubs

Several before, during and after-school activities are provided free of charge for girls in Years 1-6.

These vary from term to term, e.g. Board Games, Robotics, Netball, Gymnastics, Chess, Touch Typing, Book Club, Boxing, Coding, Sign Language and Cross Country. Parents are sent information about these at the beginning of each term. Bookings are made through SchoolBase.

Any activity/club run by an outside organisation will be charged directly to parents e.g. Boxing, Jujitsu. Some other activities/clubs take part during breaks or assembly.

Assessment

Children are continuously assessed by their teachers.

Formative, ongoing assessment takes place in each lesson, through teacher questioning, observation and marking of work. This assessment informs future planning and enables teachers to monitor progress every day.

Through the year, various summative assessments also take place as appropriate for the age group. These may include, but not be limited to: Standardised testing in English and Maths, Read Write Inc assessments in Phonics, end of unit tests, mock examinations for 11+ and senior school exams.

Please see the relevant Year Group section of this handbook for further details.



Reporting to Parents

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

In Pre-School and Reception, we use a programme and app called 'Tapestry' in which observations and photographs are recorded. In Reception, teachers note the appropriate EYFS Indicators for Learning. In the Summer term of Reception only this changes to 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 for all pupils, from Pre-School to Year 6. Pre-School and Reception receive a Progress sheet at the end of the Autumn and Spring terms giving comments for the appropriate Learning Areas. Grade Sheets are sent out to Years 1-6 at the end of the Autumn and Spring Terms covering all subjects. Standardised scores may be sent out for Years 3-6 in the reporting period following an assessment.

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. Pre-School parents are invited for a meeting with the Pre-School teacher at a mutually agreed time.

We encourage open and positive dialogue between home and school and there are ongoing 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 via email.

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

- 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.
- In the Summer Term of 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.
- In Year 5, a meeting is held in May to reiterate the procedure for entrance into senior school at age 11.
- Each term a Newcomers' Morning is held to welcome newly enrolled children into our Pre-School classes. New and prospective Pre-School pupils and their parents may also be invited to a 'Stay and Play' session, run by our Pre-School staff.

Further information about reporting can be found in the appropriate Year Group section of this handbook.



Selection for Secondary School

All Year 5 and Year 6 girls are prepared for the entry examinations in both the private and public sectors.

Girls may well sit more than one test, depending upon which school they wish to go to. 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 ISEB Pre-Test, an online assessment held at The Granville. For entry into the maintained selective Grammar schools, the girls sit the 11+ examination set by the local authority.

As a preparatory school, we are experts in guiding and supporting both girls and parents through the process of applying for senior schools. You will be invited to meetings from Year 4 through to Year 6 to discuss this further.

With decades of experience, our teaching staff provide bespoke programmes for every girl in the run up to their exams. We have in-depth knowledge of the requirements of each exam, what the schools look for and how to prepare for written and online exams, alongside interview preparation. We also maintain excellent relationships with the Admissions departments at senior schools.

By the time a Granville girl sits her senior school exams, she feels fully prepared for what she will be tasked with, and confident that she can perform under pressure.

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. Pre-School 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 Regulatory Compliance Inspection was in February 2022, when we were judged Compliant in all areas.

Our last Educational Quality inspection was in May 2017, when we were judged 'Excellent' for Educational Quality and were Compliant in all areas.



Timetable for the School Day

	Years 3-6	Years 1-2	Reception	Pre-School Yellow Room	Pre-School Red Room
School Gates Open	8:30am	8:30am	8:30am		
Arrival window	8.30am to 8.50am	8.30am to 8.50am	8.30am to 8.50am	8.30am to 8:50am	8.30am to 8:50am
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	10:25am	10:25am
Period 3	10:45am	10:45am	10:45am		
Period 4	11:20am	11:20am	11:20am		
Senior Period 5	11:55am				
Lunch	12:30pm	11:55am	11:55am	11:55am	11:55am
Junior Period 5		1.00pm	1.00pm		
Period 6	1:30pm	1:30pm	1:30pm		
Period 7	2:05pm	2:05pm	2:05pm		
Period 8	2:40pm	2:40pm	2:40pm		
Period 9	3:15pm				
School Ends	3:50pm (Y3&4) 4.00pm (Y5&6)	3:20pm	3:10pm	3:00pm	1.15pm or 3:00pm

Your child's individual timetable can be viewed on Schoolbase.



The Extended Day

Breakfast Club (Dining Room)	7:30am - 8:30am
Before School Clubs and Activities	8:15am - 8:45am* (Y1-6)
Waiting Classes	3:00pm - 3:50pm (Pre-School) 3:10pm - 3:50pm (R-Y2)
After-School Clubs and Activities (Monday - Friday)	3:20pm - 3:50pm (Y1-Y2) 3:50pm - 4:30pm** (Y3-6)
Supervised Prep (Monday - Friday)	3:50pm - 4:30pm (Y3-6)
After-School Care (Monday - Friday)	3:50pm - 6pm (Pre-School - Y2) 4:30pm - 6pm (Y3-6)***

^{*}Timings vary for different activities. Exact timings will be provided at time of booking.

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 sports and other competitions and for charitable fund-raising events. We also have House Day in the Summer Term, with activities organised by the Year 6 House Captains.

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.



^{**}Please note that some clubs run later than 4.30pm. Exact timings will be provided at time of booking.

^{***}Girls in Y3-6 attending After School Care, go to prep first, unless they are attending another After School Club.

Day to Day Routines

Our routines and rules create a safe, happy and productive environment.

General

- School opens at 8.30am pupils should not arrive before this unless they have a before-school club or activity (including Breakfast Club)
- The drive is open to cars from 7.30am until 9.00am for drop-off.
- Children enter the Main Building through the Tower door or side doors. Parents and visitors enter through the front door and must sign in with the School Office
- At drop-off, pupils should cross the drive at the Tower crossing, where a member of staff is on duty
- During the school day, pupils should always cross at a marked crossing
- At pick-up, the gates open for Pre-School pick up at lunch and the end of the day. They close again and are not open after school until 5.15pm for collection from after school care only
- At the end of the day, parents of children from Reception to Y6 park in the Bradbourne Road Car Park, using the Granville parking permits.
- Reception parents collect their children from the classroom while Y1 Y6 parents collect at the white gates
- The children are expected to always walk quietly when in any school building
- They walk up and down the stairs on the right
- The children are expected to make way for adults
- Pupils shouldn't enter a classroom without a teacher present
- Toys should only be brought into school with your teacher's permission
- Money may only be brought in for charity events
- Mobile phones can only be brought to school if the pupil travels to school on their own. Parents need to inform the school that they will be travelling on their own. The phone should be left in the school office (or with the form 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 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 at the start of 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

- Children should be outside at break unless they have permission to stay in
- Children may only leave the playground if they have permission
- The children are instructed to wash their hands before eating
- Snacks are provided by the school for all children at morning break. NO other food or sweets should be brought into school, except on birthdays, when the children may bring in small, individually wrapped cakes for their class or year group
- No drinks may be brought into school other than water in a named water bottle

The Reward System

House Points are awarded for effort and attainment in academic work. Good Works are given for outstanding individual pieces of work. Value Points are earned for behaviour demonstrating our school values.

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.

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 and counted by the House Captains. The winning house is announced in whole school assembly the following week.

Work which is considered to show outstanding 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. When girls work their way through all 5 certificates, they receive a Good Works badge.

At the Granville we value:

- Team spirit and making a positive contribution
- Integrity and honesty
- Tolerance and being kind
- Courage and perseverance
- Respect and being courteous

Girls are awarded points throughout the term for demonstrating our Granville Values. At the end of each half term, form teachers will total up the number of value points each girl has received.

Additionally, on a Friday, form teachers will nominate one child in the class who has demonstrated a particular value that week. These girls will have their names in the newsletter and they will be celebrated in the Monday assembly. Girls are awarded points throughout the week for demonstrating the Granville Values and the girl with the most points in each class is celebrated in assembly.

Occasions on which sanctions have to be imposed are rare but, in the event of low-level misbehaviour a note of the behaviour is kept in a Behaviour Log. This is monitored by the Deputy Head and pupils who are repeatedly misbehaving will meet with the Deputy Head to discuss appropriate steps.

A Playground Behaviour Book is also kept by staff on duty and also monitored by the Deputy Head.

In serious cases of misbehaviour, a pupil may be sent straight to the Deputy Head or Headmistress.

In cases of repeated, low-level misbehaviour or a more serious incident, parents will be informed.

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

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.

Head Girls	Represent the school on all public occasions. Give vote of thanks for visitors. Present Head Girls' report on Awards Day. Secretary for the School Council.
House Captains	Organise House teams for sporting events. Assist teachers, particularly helping with juniors. Lead any House activity. Count House Points. Organise House Day.
Sports Captains	Keep PE equipment tidy and organised. Help with the organisation and administration associated with teams.
Librarians	Assist in the library with a variety of duties assigned by teacher with responsibility for the library. Promote reading within the school through competitions and other activties.
Year Prefects	Help a younger Year as directed by the form teacher.
Subject Prefects	Help a subject teacher. Raise the profile of the subject within the school.

In addition, all Year 6 girls have playground supervision duties on a rota to help teachers on duty on the playground.

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 Headmistress, with the help of the Head Girls. Two girls a elected from Year 2 upwards to represent their class on the School Council for the who of the academic year. Meetings are held each half term to discuss ideas and concerns the girls which will help to improve their school.	
Class Leader	Pre-School Red and Yellow have a daily Leader who chooses a book to bring in and share. Reception girls have weekly jobs including being the line leader, holding doors, sharing the calendar etc Each pupil also gets to lead Show and Tell on a rotation basis.	



Section 2 | Administration

The Granville School Policies

It is a requirement that certain policies are made 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)



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.

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 SCHOOL EVENTS AND APPOINTMENTS.

Drop-Off

We operate a one-way system for traffic when pupils are brought to school in the morning. The entrance to the School is between Nos. 10 and 14, Bradbourne Park Road and the road winds round to the dropping-off zones as signposted.

The School also provides an alternative pedestrian entrance at Woods Gate in Mount Harry Road. The Woods Gate Entrance is only available for dropping-off in the morning between 8.30am and 8.45am. It is locked at all other times. Mr Whiting, the site manager, monitors the gate when it is open.

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 member of staff will be on duty to ensure only authorised cars are parked on the drive and to maximise the smooth flow of traffic.

Only Pre-School families may park on the drive in the marked zones.

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. Pupils should not walk on the drive under any circumstances.

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.



At Drop-Off, parents can arrive by car or on foot.

If you are driving:

- Please drive into school via the vehicle entrance at the Blue Gate.
- You can arrive between 8:30am and 8:50am
- Drive through and stop at the appropriate signposted drop-off point
- A member of staff will be on duty to help children out of the car
- Please try to ensure your daughter is sitting on the correct side of the car

If you are walking:

- Please enter via the pedestrian entrance at the White Gate
- Walk to the classroom or designated entrance using the paths and marked crossings

Any children dropped off before 8:30am will be taken to Breakfast Club and a charge may be incurred. If you daughter arrives late, take her to the School Office to register her.

Breakfast Club and Before-School Clubs and Activities	7:30am - 8:30am	Drop Off at the Tower Building.
Pre-School	8:30am - 8:50am	Pre-School parents may park on the drive in the signposted zone in order to walk their child to their classroom. Please enter via the side door or the main entrance to Evans Lodge, both of which are open from 8.30am to 8.50am.
Reception	8:30am - 8:50am	Drive in and stop at the top of the steps leading to the Early Years Playground. The drop off point is signposted. A member of staff will be on duty to help pupils out of the car.
Years 1 - 6	8:30am - 8:50am	Drive in and stop at the Tower crossing. The drop off point is signposted. A member of staff will be on duty to help pupils out of the car.

You are welcome to arrive on foot and enter via the pedestrian gate next to the White Gates. Please park in the Council Car Park on Bradbourne Park Road (a short-term parking permit is available from the School Office) or on Bradbourne Park Road in permitted bays. Please consider our neighbours when parking.



Collection

The school site is not open to cars at pick-up times, other than for Pre-School and after 5.15pm for After School Care only. Other than these exceptions, pupils should be collected on foot.

Short-term parking permits are available for the council car park on Bradbourne Park Road. Please contact the School Office.

Pre-School Red	1.15pm or 3.00pm	Park on drive and collect from classroom.
Pre-School Yellow	3pm	Park on drive and collect from classroom.
Reception	3:10pm	Enter via pedestrian gate next to White Gate. Walk to classroom and collect from Early Years Playground.
Years 1-2	3:20pm	Children brought to White Gate by teacher for collection.
Years 3-6	3:50pm (Y3&4) 4.00pm (Y5&6)	Children brought to White Gate by teacher for collection.
Waiting	Between 3.15pm and 3.50pm	For collection before 3.50pm, enter on foot via pedestrian gate and collect from Evans Lodge. For collection at 3.50pm, older siblings will bring younger siblings to the White Gate for collection
After School Clubs	From 3.45pm	Pupils will be brought to White Gate by the member of staff running the club
After School Care	Up to 6pm	Before 5.15pm, collect on foot, entering via pedestrian entrance and walking to Dining Hall After 5.15pm, drive in via Blue Gate and park outside Dining Room for pick up.

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.



Uniform

All pupils are expected to wear smart, regulation school uniform and each item should be individually marked with the name of the owner. Most uniform items are available from Horncastle Ltd. Other items are available from the on-site School Shop, run by Friends of Granville (FOG).

Retailer: Horncastle Ltd., 66 High Street, Sevenoaks, Kent TN13 1JR (01732 453574), https://www.horncastles.co.uk

Suggested Shoe Retailer: C F Hoad & Son Ltd., 53 London Road, Sevenoaks, (01732 453816), https://www.hoadskidsshoeshop.com

FOG School Shop: The shop is located in The Gatehouse building at The Granville School. Shop opening hours 8.00am to 9.00am Mondays in term time. Other occasional openings will be advertised. The School Shop sells second hand uniform items, alongside some new items that are not available from Horncastle.

Uniform requirements change as pupils progress through the school. Please see the appropriate Year Group section of this handbook for specific details.

Shoes

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

Earrings and Jewellery

As a general rule, earrings are not permitted to be worn during PE/Games/Swimming lessons. If your daughter does already have her ears pierced then her earrings should be removed on the days that she has a PE lesson (this should be done in the morning at home to reduce the possibility of earrings being lost at school).

If your daughter does wish to have her ears pierced, please ensure this is done at the start of the summer holidays in order that they are healed in time for the beginning of the Autumn Term.

There may be some exceptional circumstances where a girl is not able to remove her earrings due to infection, slow healing etc. In this instance, parents are asked to sign a waiver recognising the risk presented by taking part in sport whilst wearing earrings. Parents must also tape their daughter's ears before school otherwise she will not be permitted to take part in the PE lesson. This is a temporary measure and as soon as your daughter's ears have healed, earrings should be removed for all sport.

Girls are only permitted to wear watches that do not have Wifi or cellular access. Basic Fitbits/step counters are allowed, Apple watches (or similar) are not allowed.

The

Lost Property

Items of clothing which are found are placed in two boxes located outside 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.**

Trips and Visits

Each class will go on organised outings during the year. In September parents will be informed of any that are already confirmed. Opportunities that arise throughout the year will be communicated to parents in a timely manner.

When you complete your consents on SchoolBase, you are able to give permission for your child to go on these day trips. If the consent is not given, children will be unable to go on the trips.

Pupils in Years 3 to 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.

We may also have visitors to the school, including children's authors or specialist subject workshops.

Any costs for trips and visits will be added to your termly bill, and you will be notified of these in writing prior to the event.



Fixtures

As the girls progress through to Years 3 to 6 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.

Birthday Celebrations

If you wish to, girls can bring in small cakes, biscuits or packets of sweets to give out at the end of the day. Please ensure that they comply with our school's nut-free policy. We do occasionally have girls with other dietary requirements such as gluten free, so if you are unsure what to send in, please ask the teacher. Cakes should be wrapped up individually and there should be enough for every girl in the year.



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.

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 7:30am – 9:00am
For Pre-School pick up (half day) 1.10pm - 1.20pm
For Pre-School pick up (full day) 2.55pm - 3.05pm
For ASC pick up 5.15pm - 6.00pm

- If you need to visit the school at any other time, please park off site and use the intercom at the White Gates to contact the School 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 park offsite, enter on foot using the intercom at the White Gates and 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 School Buildings

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

- Evans Lodge (Early Years) keypad access for Early Years staff and pupils
- Ena Makin Building (Years 1, 2, 3) keypad access for pupils and staff only
- Maureen Froggatt Building (Year 4) keypad access for pupils and staff only
- Tower Entrance, Terrace Entrance (Years 5 & 6), keypad access for pupils and staff only
- Front Door intercom access for parents
- Blue and White gates intercom access for all visitors

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.

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 government's 'Keeping Children Safe in Education', 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, kindness, 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 years, the correct ways to behave towards others, including:

- Manners including please and thank you, opening doors, standing aside on stairs and in corridors, offering help.
- Caring for younger children in school, on the playground and 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 Form Teacher about any problems as soon as possible. Good communication between home and school is essential. Should further advice need to be sought, the Deputy Head or Form Teacher 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 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, unkind to each other and all adults in school 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.



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 and lock-down practices on a regular 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 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 log by the appropriate member of staff.

Parents are informed, where a child has needed medical attention, 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 certificates.



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.

The Granville is a nut-free school.

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 well enough to return to school but still requires regular doses of antibiotics to complete a course, then the medicine should be signed into the school office and the appropriate consent form filled out. A member of staff will then administer the medicine as prescribed. All medicines must be signed into the office.

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 last episode of vomiting or diarrhoea. The school should be informed of all communicable diseases.



Covid 19 Protocols

If you had a close contact or live with anyone who has tested positive with COVID, it can take up to 10 days for your Covid-19 infection to develop.

- You can continue to come to school if you have no symptoms, and we request that you wear a mask when in close contact with others.
- Avoid contact with the person who has Covid-19 as much as you can.
- Wash your hands often with soap or water, or use a hand sanitiser
- You do not need to do daily rapid lateral flow tests if you have been in close contact with someone with Covid-19. (These tests are no longer freely available)

If you have COVID-19 symptoms or a respiratory infection, have a high temperature or feel unwell you should:

• Stay at home and avoid contact with others. You can return to work if you feel well enough to do so and do not have a high temperature.

If you test positive for COVID-19:

5 Day isolation (where testing is available)

- Stay at home immediately and avoid contact with other people for 5 days.
- You can take an LFD test from 5 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day 6.
- The second LFD test should be taken at least 24 hours later.
- If after the 6 days (starting from the day after the symptoms began or the day after you did a test) both these test results are negative, and you do not have a high temperature, you may end your self-isolation. If any of these tests show a faint positive, you are still considered positive.
- If after 10 days you no longer have symptoms but (starting from the day after the symptoms began or the day after you did a test) you are still testing positive, you may stop isolating and return to school

10 Day isolation (Where no testing is available or possible)

- Your isolation period starts immediately from when your symptoms started.
- Your isolation period includes the day your symptoms started and the next 10 full days.
- You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone.

Guidance for children and young people who usually attend an education or childcare setting.

- If a child is ill or feels unwell for any reason they should stay at home until they feel well.
- If a child has a respiratory infection, or a high temperature they should stay home and we would recommend they do a COVID test, where possible.
- If a child tests positive for COVID -19, they should isolate for 5 days, this starts from the day after the symptoms began or after you did a test. (Children and young people tend to be infectious to others for less time than adults.) If the child is well and does not have a temperature after the 5 days, they may return to school.

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 a written request, a child may have an alternative, for dietary requirements. Special diets can be provided for various reasons, e.g. religious, medical conditions and food allergies.

A hot lunch is provided to the Pre-School children in their classroom. The children from Reception to Year 6 eat in the Dining Hall.

Break-Time

The school provides healthy snacks for the children for their mid-morning break.

Children are not permitted to bring in drinks to school, but should 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 e.g. Charity Cake Sales, Junior Leadership Fair (run by Year 6), NSPCC Number Day

They may also bring in a small amount of pocket money for 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 pupils from Pre-School to Year 6 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. We use the LGfL filtering system which blocks sites that fall into categories (e.g. adult content, race hate, gaming).



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. These permissions are filled out in SchoolBase.



Section 6 | Social Development and Special Events

Granville Assemblies

There are several assemblies for all children throughout the week at The Granville. Some are attended by Reception up to Year 6, and others are for particular classes or parts of the school. Pre-School hold their own Assemblies, including one led by the Headmistress.

	Years R-2	Years 3-6	
Monday	Assembly led by Mrs Lawrance Themed around SMSC (Spiritual, moral, Social and Cultural) or PSHCE curriculum.		
Tuesday	Form Time	Senior Choir	
Wednesday	Assembly led by different members of staff on a rota		
Thursday	Hymn Practice	Form Time	
Friday	Birthday Assembly led by teachers on a rotation basis	Birthday Assembly led by Deputy Head	

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. The traditional Granville Birthday Songs are sung. A small packet of sweets is given.

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.



Section 6 | Social Development and Special Events

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 celebrate, remember, share, give thanks and have fun together.

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.

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. Pre-School – Year 2 each prepare a poem and/or 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 poems and songs are performed to the rest of the school. <i>Parents will be invited to a separate performance</i> .	
Stirring the Pudding	This traditional event 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 for the pupils only.	
Christmas Entertainments	All children in Pre-School to Year 2 are involved in Christmas plays which are usually performed in early December. The girls in Y3 - 6 take part in 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 the plays and the Church.	
Christmas Party	This is held on the last but one day of Autumn Term. Pre-School Red and Yellow have their own party. All children 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. Sometimes, external providers are invited to run workshops such as painting Christmas baubles. During the day FOG run a Christmas shopping event 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 recite 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 flowers on their heads and the Great Hall is decorated with flowers by the Year 6 parents. Boys wear a button-hole. It is only possible to invite one parent per family.	



Section 6 | Social Development and Special Events

The School Year

Founder's Day Fete	This is held on the Saturday closest to May 8th at the beginning of the Summer Term. It is organised and run by the Friends of Granville (FOG). It is expected that all pupils and staff attend and parents and wider family are welcome too!	
Swimming Gala	This is held during the Spring or Summer Term. The Gala is an inter-house swimming competition for Years 4 – 6 and is held in a local pool. <i>Parents are invited to watch.</i>	
The Senior Play	This takes place in the Summer Term with rehearsals beginning in the Spring Term. The Year 6 girls perform a play, directed by the Head of Drama. This may take place at school or a local theatre. Year 5 also perform as the ensemble. <i>Parents are invited to watch</i> .	
The Year 4 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. <i>Parents are invited to watch.</i>	
Junior (R-2) and Senior (3-6) Sports Day	These inter-house athletics competitions are held towards the end of the Summer Term, on separate days. The girls wear coloured t-shirts according to their House. <i>Parents are invited to watch.</i>	
Pre-School Sports Day	This is held towards the end of the Summer Term. Children in Pre-School have a few fun races. <i>Parents are invited.</i>	
Senior Awards	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 drinks reception for parents, governors and guests. <i>All girls from Year 3 upwards are expected to attend, along with their parents.</i>	
Junior Awards	This is held during an Assembly time in the last week of the Summer Term. Pupils perform songs/poems/piano by children from Pre-School Yellow – Year 2. Certificates are awarded in this ceremony for ballet, music, PE and swimming etc. <i>Parents are invited to attend.</i>	
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.	
Coffee Concerts	These are usually held at 9.30am after coffee. They provide an opportunity for the girls to perform in front of their parents.	
Open Classrooms	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. All children are expected to attend. Parents and wider family members are welcome too!	



Section 7 | Communication and The 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 Parents' 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. There is also Headmistress' Drinks 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. FOG also organise a Movie Night and Senior Disco for pupils. 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.



Section 7 | Communication and The Granville Community

Parent Class Representatives

The major role for the Form Representatives 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. The Class Representative 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. Many parents read it with their children and so they can share and celebrate all that has happened in school.

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, invoices and other documents as well as notices uploaded to the portal. SchoolBase has many other useful features, such as bookings for extra-curricular activities.

When you join the school, you will be provided with the details for your SchoolBase account. If you have any queries or need help accessing SchoolBase, please contact our Data Manager, Mrs Sue Ringrose on ringroses@granvilleschool.org.



Section 7 | Communication and The Granville Community

Calendar

The School calendar can be accessed via SchoolBase. Parents should refer to this regularly, 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.

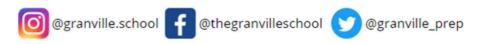


Section 7 | Communication and The Granville Community

Social Media

The Granville has accounts on Facebook, Instagram and Twitter, and uses these to share information about school life with both current and prospective parents.

We encourage parents to follow, like and share our posts to widen our reach and promote our fantastic school to the wider community.



Email

The school communicates to parents via email and parents are encouraged to check their inboxes regularly. Staff may take up to 24 hours to reply to parent emails. Please remember that during the school day, staff are busy teaching and may not have the opportunity to attend to emails. If you have an urgent message, please contact the school office, who will ensure the information reaches the correct person.

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. These can be updated on the SchoolBase Parent Portal .



The Granville School Senior Leadership Team

Headmistress

Mrs Louise Lawrance

Bachelor of Primary Education (Hons) English

Deputy Head

Mrs Leah Harrington

BA (Hons) University of Central England, QTS, Birmingham Also Senior School Transition Co-ordinator

Director of Studies

Mrs Gillian Copping

MA in Education (Leadership & Management) Exeter, PGCE Early Years (Foundation and KS1) Middlesex, BA(Hons) Business Administration Portsmouth

Head of Marketing

Mrs Victoria Duggan

BA (Hons) History Durham, MA Russian Studies London, PGCE London Also Head of English, Coordinator 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

Head of EYFS

Miss Elise Moore

BA (Hons) American Studies Keele, PGCE Primary with MFL in French Canterbury Christchurch, Advanced Diploma in Managing the Role of the SENCO Worcester

Bursar and Clerk to the Governors

Mr Gerard Garcia

FCCA, MBA, FCIArb, Chartered Director

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

Please see the relevant Year Group section of this handbook for details of staff teaching each class.



Granville School Teaching Staff Contact Information

Mrs Alexander - alexanderl@granvilleschool.org

Mrs Allen - allenr@granvilleschool.org

Miss Barrow - barrowm@granvilleschool.org

Mrs Bridge - bridgen@granvilleschool.org

Mrs Condren - condrens@granvilleschool.org

Mrs Copping - coppingg@granvilleschool.org

Mrs Duggan - dugganv@granvilleschool.org

Mr Granger - grangerm@granvilleschool.org

Mrs Harrington - harringtonl@granvilleschool.org

Mrs Harrison - harrisons@granvilleschool.org

Mrs Hipgrave - hipgravea@granvilleschool.org

Mrs Clare MacKenzie - mackenziec@granvilleschool.org

Mrs Fiona Mackenzie - mackenzief@granvilleschool.org

Miss Malcolm - malcolmg@granvilleschool.org

Mrs McLean - mcleanm@granvilleschool.org

Miss Moore - mooree@granvilleschool.org

Mr Newman - newmank@granvilleschool.org

Mrs Palmer - palmerr@granvilleschool.org

Mrs Paterson - patersonm@granvilleschool.org

Miss Rendle - rendlen@granvilleschool.org

Mrs Sladdin - sladdinj@granvilleschool.org

Mrs Williams - williamsr@granvilleschool.org



Members

Mr Rowland Constantine

Mr Richard Don

Mr John Guyatt

Ms Jane Holland

Mrs Ann Musgrave

Mr Patrick Reynolds

Mrs Vikki Seymour

Mr Paul Sheldon

Trustees and Governors

Mrs Nicole Coll, Chairman

Mrs Rowena Bolton

Mr George Brown

Mrs Kate Easton

Mrs Genevieve Heselden

Mrs Anna Jobke

Mrs Louise McCabe-Arnold

Mrs Heather Paget-Brown

Mr Velizar Tarashev

Mrs Jacqueline Thomas

Mr Phillip Tippin

Miss Bridget Ward

Mr Michael Zheng



Chair of Governors

Mrs Nicole Coll

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.

Chair of FOG (Friends of Granville)

Mrs Elizabeth Stopford

c/o The Granville School 2 Bradbourne Park Road Sevenoaks Kent TN13 3LJ

Class Information

Pre-School Red



Staff

Class teacher

Mrs Clare MacKenzie - mackenziec@granvilleschool.org

Teaching assistants

Mrs Pip Ledson Miss Claire Brown

Morning Drop-Off

At Drop-Off, Pre-School Red parents can arrive by car or on foot.

If you are driving:

- Please drive into school via the vehicle entrance at the Blue Gate.
- You can arrive between 8:30am and 8:50am
- Park in the marked drop-off area for Pre-School.

If you are walking:

- Please enter via the pedestrian entrance at the White Gate.
- Walk to Evans Lodge using the paths and marked crossings

All children should be dropped off at the side door or main entrance of Evans Lodge where a member of staff will meet you.

If your child is absent, please contact the school office (opens 8am) on 01732 453039 giving authorisation/explanation of the absence.



Breakfast Club

If you would like your child to arrive before 8:30am, they can attend 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 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.

It takes place in the Dining Room. If you are arriving by car, please park in the bays outside the Dining Room and walk your child in.

This can be booked via the School Office. A form is sent to parents on a Wednesday for the following week's bookings. We will do our best to accommodate emergency bookings - please call the office to arrange.

Pre-School Red Afternoon Pick-Up

If you are collecting your child at lunch time (1:15pm) or at the end of the school day (3:00pm) either drive in and park in the designated area or walk in and make your way to the side door or front entrance of Evans Lodge.

A member of staff will then bring your child to you. This is a suitable time for Mrs MacKenzie to talk through your child's day.

If someone else is collecting your child, or they have a play date, please let Mrs MacKenzie know.

Waiting and After School Care

If your child has an older sibling who finishes school later, your child can attend 'Waiting' until 3:50pm, which is in the Pre-School Classroom. This is supervised by a member of The Granville's staff and is free of charge.

If you would like your child to stay beyond 3:50pm, they can attend After School Care (ASC). They will go to Waiting first and then be walked to ASC by a member of staff.

After School Care is available for all children from Pre-School to Year 6. It is run by a team of our staff from Monday – Friday until 6pm.

There is a charge for this facility that will be added to your termly bill. After School Care can be booked via the School Office. A form is sent to parents on a Wednesday for the following week's bookings. We will do our best to accommodate emergency bookings - please call the office to arrange.



Uniform

In Pre-School, children wear The Granville Early Years Uniform every day, which is available from our school outfitters, Horncastle, or the second-hand uniform shop.

This consists of:

Throughout the year the children will need:

- Early Years royal blue sweatshirt
- Early Years royal blue Joggers
- White polo shirt with royal blue trim
- Black Plimsolls for PE
- Velcro Trainers with no sparkles/lights
- Early years shorts (optional)
- Own coat

In addition, in winter they will need:

- Optional plaid pinafore can be worn instead of the sweatshirt and joggers
- Long navy socks or tights are worn with the pinafore
- Optional navy cardigan (worn with the pinafore)
- Own hats, gloves and scarf

In the summer they will need:

- Optional summer dresses can be worn instead of the sweatshirt and joggers
- Short plain white socks are worn with the summer dress
- Optional Navy cardigan (worn with the summer dress)
- Cotton Blue Shorts can be worn with the tracksuit

For Outdoor or Forest School lessons they will need:

- Welly boots
- Gloves (waterproof)

Other items needed are:

- Blue hair ribbons/slides or ribbons and slides that match the hair colour
- Pre-School Rucksack











Uniform tips

- Coats and shoes can be difficult for small fingers to do up;
- When choosing new ones, please bear in mind how easily your child will be able to put them on and off and also the type of fastenings,
- Please avoid lace up shoes,
- For sunny weather, please send in a named sunhat to be kept at school.
- Please tie back long hair.

Other requirements

- If you wish your child to wear sun-cream, please apply a 12-hour lotion before school as we are not able to do so.
- Please pack a bag of spare clothes. Accidents can happen! These do not need to be school uniform.
- Please send in a named water bottle each day.

Break and Lunchtimes

Breaktime

For break each day, the children will be provided with a selection of fruit and biscuits, milk and water.

Lunches

The children have a hot lunch provided every day and is served in the classroom. The Pre-School staff eat with the children.



Pre-School 'Leader' and 'Show and Tell'

During the term, each child is allocated a day when they are the Pre-School Leader. This role is their special time to lead some of the activities within the Pre-School morning and to bring in one item for 'Show and Tell'. Just ONE item please; it could be a special toy, photograph, something your little one has collected when you have been out on a walk etc – in short, something that has an interest for your child.

How you can help

Encourage your child to be independent; to hang up their own coat; to use the lavatory independently, to flush and to wash and dry their hands.

If there are any changes in family life, please let us know so that we can support your little ones in Pre-School. For example, if you are going away on holiday or for work, if you change childcare or if there is a change in family circumstances it would be helpful to know. By working together in this way, we can help your child.

We are all looking forward to welcoming you and your little one to The Granville, please do not hesitate to come and see me if you have any concerns, no matter how small.



Curriculum | Pre-School Red

Curriculum

In Pre-School Red we follow the Early Years Foundation Stage based on the 7 areas of learning. These consist of 3 Prime areas and 4 other areas:

Personal, Social and Emotional Development	Making friends, working and playing co-operatively with others	
Communication and Language	Listening, paying attention, understanding and speaking	
Physical Development	Gross motor skills such as running, skipping and balancing. Fine motor skills such as holding a pencil and using scissors	
Literacy	We read lots of stories, poems and nursery rhymes which fosters a love of books. We also follow the Read Write Inc programme, and we will be learning letter sounds and practising name writing	
Mathematics	We work with numbers and numerical patterns and explore shapes, size and weight through games and activities	
Understanding the World	We build an awareness of the natural world of animals and plants. We also learn about life in other countries through the celebration of cultural festivals	
Expressive Arts and Design	The children use a variety of materials in their artistic creations. Through music, ballet and in their play, children develop their imagination and learn to express themselves	

Specialist Lessons

PE

PE lessons are timetabled once a week and taught by Mrs Hipgrave.

Music

These lessons are timetabled twice a week and take place in the classroom with our Head of Music, Mr Granger. In Music we focus on encouraging the singing voice both when singing as a group and solo. The children learn a range of call-response songs as well as some traditional and circle game songs. Various festivals are held in school throughout the year. The children take part in the Autumn Festival and the Spring Festival, as well as performing at Christmas. Parents are invited to attend these events.



Curriculum | Pre-School Red

Assessment

In Pre-School we are constantly observing and recording the children's learning journey by using the online learning journal, Tapestry. We will post pictures and descriptions of activities, achievements and observations which are often assessed using the Early Years Foundation Stage assessments. Tapestry is regularly made available to all parents, so that you can gain an insight to your child's day. In the Summer term you will receive a comprehensive report.

There is an app for Tapestry that you can download to a smart phone or use the website https://tapestryjournal.com/

You will receive your log in details by email when you join The Granville and will be required to sign an acceptable use policy.

Other Useful Contact Details

Office Manager - Mrs Julie Thompson

officemanager@granvilleschool.org 01732 453 039

School Office - Mrs Barbara McEvoy

secretary@granvilleschool.org 01732 453 039

Head of Early Years - Miss Elise Moore

mooree@granvilleschool.org

Data Manager

For any issues using SchoolBase, please contact our Data Manager. Mrs Sue Ringrose. ringroses@granvilleschool.org



Class Information

Pre-School Yellow



Staff

Class teacher

Mrs Maggie Paterson - patersonm@granvilleschool.org

Teaching assistant

Miss Amy Guy

Mrs Paterson will be free to pick up any e-mails before school, at lunchtimes and after school but cannot look at these at other times as she will be actively engaged in teaching your children.

Should you have an urgent message, please do ring the office who will pass this on to her. The office telephone number is 01732 453039

Mrs Paterson will be happy to speak with you briefly before the start of the school day or after school and, of course, by appointment should you require more time.

Morning Drop-Off

At Drop-Off, Pre-School Yellow parents can arrive by car or on foot.

If you are driving:

- Please drive into school via the vehicle entrance at the Blue Gate.
- You can arrive between 8:30am and 8:50am
- Park in the marked drop-off area.

If you are walking:

- Please enter via the pedestrian entrance at the White Gate.
- Walk to Evans Lodge using the paths and marked crossings

All children should be dropped off at the side door or main entrance of Evans Lodge where a member of staff will meet you.

If your child is absent, please contact the school office (opens 8am) on 01732 453039 giving authorisation/explanation of the absence.



Breakfast Club

If you would like your child to arrive before 8:30am, they can attend 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 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.

It takes place in the Dining Room. If you are arriving by car, please park in the bays outside the Dining Room and walk your child in.

This can be booked via the School Office. A form is sent to parents on a Wednesday for the following week's bookings. We will do our best to accommodate emergency bookings - please call the office to arrange.

Pre-School Yellow Afternoon Pick-Up

Pick up time is 3:00pm. Please either drive in and park in the designated zone or walk in and make your way to the side-door or main entrance to Evans Lodge.

A member of staff will then bring the children to you.

If someone else is collecting your child, or they have a play date, please let Mrs Paterson know in advance.

Waiting and After School Care

If your child has an older sibling who finishes school later, your child can attend 'Waiting' until 3:50pm, which is in the Pre-School Classroom. This is supervised by a member of The Granville's staff and is free of charge.

If you would like your child to stay beyond 3:50pm, they can attend After School Care (ASC). They will go to Waiting first and then be walked to ASC by a member of staff.

After School Care is available for all children from Pre-School to Year 6. It is run by a team of our staff from Monday – Friday until 6pm.

There is a charge for this facility that will be added to your termly bill. After School Care can be booked via the School Office. A form is sent to parents on a Wednesday for the following week's bookings. We will do our best to accommodate emergency bookings - please call the office to arrange.



Uniform

In Pre-School, children wear The Granville Early Years Uniform every day, which is available from our school outfitters, Horncastle, or the second-hand uniform shop.

This consists of:

Throughout the year the children will need:

- Early Years royal blue sweatshirt
- Early Years royal blue Joggers
- White polo shirt with royal blue trim
- Black Plimsolls for PE
- Velcro Trainers with no sparkles/lights
- Early years shorts (optional)
- Own coat

In addition, in winter they will need:

- Optional plaid pinafore can be worn instead of the sweatshirt and joggers
- Long navy socks or tights are worn with the pinafore
- Optional navy cardigan (worn with the pinafore)
- Own hats, gloves and scarf

In the summer they will need:

- Optional summer dresses can be worn instead of the sweatshirt and joggers
- Short plain white socks are worn with the summer dress
- Optional Navy cardigan (worn with the summer dress)
- Cotton Blue Shorts can be worn with the tracksuit

Other items needed are:

- Blue hair ribbons/slides or ribbons and slides that match the hair colour
- Pre-School Rucksack











Forest School Kit

Some additional kit is required for Forest School:

- Welly boots or sturdy walking boots. Please ensure your child can put these on themselves
- School puddlesuits are provided but you may wish to supply your own
- Coat, gloves and hat

We ask that these items are kept in school, along with a complete set of spare clothes.

Swimming Kit (Summer Term only)

Pre-School Yellow begin Swimming Lessons in the Summer Term. They will need:

- Swimming costume, towel and swimming hat (all named and in a named bag)
- Goggles (optional)

Uniform tips

Coats and shoes can be difficult for small fingers to do up:

- When choosing new ones, please bear in mind how easily your child will be able to put them on and off and also the type of fastenings,
- Please avoid lace up shoes.
- For sunny weather, please send in a named sunhat to be kept at school.
- Please tie back long hair.

Other requirements

- If you wish your child to wear sun-cream, please apply a 12-hour lotion before school as we are not able to do so.
- Please pack a bag of spare clothes. Accidents can happen! These do not need to be school uniform.
- Please send in a named water bottle each day.
- Please send in an A4 ring binder for storing children's work.



Break and Lunchtimes

Breaktime

For break each day, the children will be provided with a selection of fruit and biscuits, milk and water. Please send in a named water bottle each day.

Lunches

The children have a hot lunch provided every day and is served in the classroom. The Pre-School staff eat with the children. Stringent handwashing and/orsanitizing will always precede eating. Polite conversation and correct use of cutlery is expected and encouraged.

The children's meals are well balanced and healthy with appropriate portions. The weekly lunch menu is shown on the newsletter sent by email each Friday. Unless there is a food allergy, we encourage everyone to try the food that is presented on their plate. No one is required to finish everything, just simply to have a good try.

Pre-School 'Leader' and 'Show and Tell'

During the term, each child is allocated a day when they are the Pre-School Leader. This role is their special time to lead some of the activities within the Pre-School morning and to bring in one item for 'Show and Tell'. Just ONE item please; it could be a special toy, photograph, something your little one has collected when you have been out on a walk etc – in short, something that has an interest for your child.

Monday News

It would be helpful if you could send in or email a brief comment about your child's weekend activities. Staff will use this as prompt to help the children to describe their weekend to others and draw a picture.



How you can help

- Encourage your child to be independent, to hang up her/his coat, put her/his break box in the crate and select his/her own name card.
- To use the toilet independently, to flush and to wash and dry his/her hands.
- To be a kind friend, allowing everyone to play and encouraging each other.
- Please try to ensure that they get plenty of sleep it is very busy in Pre-School.

If there are any changes in family life, please let us know so that we can support your little ones in Pre-School. For example, if you are going away on holiday or for work, if you change childcare or if there is a change in family circumstances it would be helpful to know. By working together in this way, we can help your child.



Curriculum | Pre-School Yellow

Curriculum

In Pre-School Yellow we follow the Early Years Foundation Stage based on the 7 areas of learning. These consist of 3 Prime areas and 4 other areas:

Personal, Social and Emotional Development	Making friends, working and playing co-operatively with others	
Communication and Language	Listening, paying attention, understanding and speaking	
Physical Development	Gross motor skills such as running, skipping and balancing. Fine motor skills such as holding a pencil and using scissors	
Literacy	We read lots of stories, poems and nursery rhymes which fosters a love of books. We also follow the Read Write Inc programme, and we will be learning letter sounds and practising name writing	
Mathematics	We work with numbers and numerical patterns and explore shapes, size and weight through games and activities	
Understanding the World	We build an awareness of the natural world of animals and plants. We also learn about life in other countries through the celebration of cultural festivals	
Expressive Arts and Design	The children use a variety of materials in their artistic creations. Through music, ballet and in their play, children develop their imagination and learn to express themselves	



Curriculum | Pre-School Yellow

Specialist Lessons

PE

PE lessons are timetabled twice a week and taught by Mrs Hipgrave and Miss Rendle.

In PE, the main emphasis is on the children having lots of fun whilst being physically active. They will learn basic movement skills such as running, jumping, aiming, throwing and kicking through fun orientated activities. The children will also participate in parachute play and simple command games. Pupils will be taught the basic themes of gymnastics and will explore climbing and balancing on large apparatus. They will experience using a variety of equipment to aid their technique development and they will also participate in athletic events involving both individual and team work.

Swimming

For the Summer Term swimming will be timetabled once a week so, at that time, your child will need a named swimming costume, hat and towel in a named bag. Some children like to wear goggles, which should also be named. In swimming, the pupils will develop their water confidence and they will learn how to float and swim with use of buoyancy aids on their front and backs. They will also work towards achieving the relevant skills required to pass National Swimming Awards. Swimming only takes place during the summer term for Pre-School Yellow Room.

Music

These lessons are timetabled twice a week and take place in the classroom with our Head of Music, Mr Granger. In Music we focus on encouraging the singing voice both when singing as a group and solo. The children learn a range of call-response songs as well as some traditional and circle game songs. Various festivals are held in school throughout the year. The children take part in the Autumn Festival and the Spring Festival, as well as performing at Christmas. Parents are invited to attend these events.

French

In French, the children work in small groups to learn some colours, numbers, some food items and the names of some animals, as well as learning how to greet each other and say their name. This is taught by Mme Condren.

Computing

The children in Pre-School Yellow are taught Computing in small groups and have one dedicated 30 minute computing skills lesson every week. The focus is to develop good mouse control and to have fun.

Home access to a website we use during lessons: **busythings.co.uk**

Username: home1793 Password: granville

Please do not share this login details with anyone who is not a parent of a pupil at The Granville.



Curriculum | Pre-School Yellow

Forest School

The Granville Forest School takes advantage of the hidden wooded area set behind the main buildings. There are many educational benefits in outdoor learning, including building resilience, self-esteem and confidence. The woodland environment exposes children to an element of risk where they can self-assess, be creative and connect with nature.

Children in Pre-School Yellow Room will have Forest School sessions regularly each term. The area is well sheltered with tree canopies and is inhabited with a variety of flora and fauna.

The sessions will be in small groups led by a teacher with Level 3 Forest School training and Outdoor First Aid qualifications and supported by teaching assistants.

The benefits of Forest School

- Personal and social development improving communication skills, working with others.
- Physical activity and movement- development of fine and gross motor skills.
- Resilience problem solving and persistence.
- Confidence- self-esteem, positive attitude, taking more risks, showing initiative, motivation
- Wellbeing- fun and enjoyment, restoration, stress reduction.
- Cognitive impacts- knowledge and understanding about the world around them and respect for their environment.

Assessment and Reporting

In Pre-School we are constantly observing and recording the children's learning journey by using the online learning journal, Tapestry. We will post picture and descriptions of activities, achievements and observations which are often assessed using the Early Years Foundation Stage assessments. Tapestry is regularly made available to all parents, so that you can gain an insight to your child's day.

There is an app for Tapestry that you can download to a smart phone or use the website https://tapestryjournal.com/

You will receive your log in details by email when you join The Granville and will be required to sign an acceptable use policy.

In Autumn and Spring Term we discuss your child's progress during a parent/teacher meeting. In the Summer Term you will receive a comprehensive written report on all subject areas.



Curriculum | Contact Details

Other Useful Contact Details

Office Manager - Mrs Julie Thompson

officemanager@granvilleschool.org 01732 453 039

School Office - Mrs Barbara McEvoy

secretary@granvilleschool.org 01732 453 039

Head of Early Years - Miss Elise Moore

mooree@granvilleschool.org

Data Manager - Mrs Sue Ringrose.

For any issues using SchoolBase, please contact our Data Manager. ringroses@granvilleschool.org



Class Information

Reception



Staff

Class Teacher

Miss Elise Moore - mooree@granvilleschool.org

Teaching Assistant

Mrs Wendy Allaway Mrs Gemma Davies

Morning Drop-Off

At Drop-Off, Reception parents can arrive by car or on foot.

If you are driving:

- Please drive into school via the vehicle entrance at the Blue Gate.
- You can arrive between 8:30am and 8:50am
- Drive through and stop at the signposted drop-off point at the top of the steps to the Early Years Playground. A member of staff will be on duty to help children out of the car
- Please try to ensure your daughter is sitting on the right hand side of the car

If you are walking:

- Please enter via the pedestrian entrance at the White Gate
- Walk to the classroom in Evans Lodge using the paths and marked crossings

Any children dropped off before 8:30am will be taken to Breakfast Club and a charge will be incurred. If you daughter arrives late, take her to the School Office to register her.



Breakfast Club

If you would like your child to arrive before 8:30am, they can attend 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 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.

It takes place in the Dining Room. If you are arriving by car, please park in the bays outside the Dining Room and walk your child in.

This can be booked via the School Office. A form is sent to parents on a Wednesday for the following week's bookings. We will do our best to accommodate emergency bookings - please call the office to arrange.

Reception Afternoon Pick-Up

Pick up time is 3:10pm. There is no vehicle access at pick-up and all children must be collected on foot.

Enter the school grounds via the pedestrian entrance by the White Gate and make your way to the Reception classroom via the paths and marked crossings.

If your daughter is staying for Waiting or After School Care, please see below.

If someone else is collecting your child, or they have a play date, please let Miss Moore know in advance.

Waiting and After School Care

If your child has an older sibling who finishes school later, your child can attend 'Waiting' until 3:50pm, which is in the Pre-School Classroom. This is supervised by a member of The Granville's staff and is free of charge. Pick-up will be at the time and location designated for the eldest sibling.

If you would like your child to stay beyond 3:50pm, they can attend After School Care (ASC). They will go to Waiting first and then be walked to ASC by a member of staff.

After School Care is available for all children from Pre-School to Year 6. It is run by a team of our staff from Monday – Friday until 6pm.

There is a charge for this facility that will be added to your termly bill. After School Care can be booked via the School Office. A form is sent to parents on a Wednesday for the following week's bookings. We will do our best to accommodate emergency bookings - please call the office to arrange.

Uniform

In Reception, girls wear the main Granville uniform. There is a winter and summer uniform and these should not be mixed up.

Autumn Term - either uniform until half term and then winter uniform only Spring Term - winter uniform
Summer Term - either uniform until half term then summer uniform only

Winter and Summer Uniform

Throughout the year the girls will need:

- Blue blazer
- Blue cardigan
- Blue hair clips/ribbons/bands
- Navy or black bar shoes (no thick soles or heels, or patent)

In addition, for the winter uniform:

- Navy waterproof coat
- School hat
- School scarf
- School gloves
- Plaid pinafore
- Long navy socks or tights
- White blouse with blue trim

For the summer uniform:

- House cap
- Summer dress
- Short plain white socks
- Lightweight waterproof rain coat













PE kit

Girls will need:

- Blue lycra cycling shorts
- White Junior Polo shirt
- Navy cotton jogging tracksuit trousers with white piping
- Junior Navy fleece
- Velcro trainers (no sparkles or lights)
- Short plain white socks
- Royal blue swimming costume
- Named towel
- Goggles (optional)
- House swimming cap
- House t-shirt
- House cap
- Unblocked ballet shoes
- No ballet leotard is required in Reception





Please note that on days when girls have PE/Games, they should come to school in their PE Kit as they do not change in school.

Forest School Kit

Some additional kit is required for Forest School:

- Welly boots or sturdy walking boots with room for boot liners or extra socks
- Navy waterproof trousers
- Hat (school winter hat is ideal)
- Gloves (waterproof)
- School Coat (winter coat or waterproof coat)

Other items

- School rucksack
- Drawstring swimming bag
- Painting apron with sleeves
- Named water bottle



Break and Lunchtimes

Breaktime

Morning Break at 10:25am is eaten out on the playground (weather permitting).

We provide the children with a daily selection of fruit, biscuits, breads etc. Parents are not required to send in anything else.

They must bring a named water bottle to be used at break and lunchtimes – no other drinks should be brought in. Fresh water is always available to refill the children's water bottles.

Lunches

Our midday meal begins at 11:55 am in the Dining Room with children sitting with their classmates. Stringent handwashing and/or sanitizing will always precede eating. Polite chatting and correct use of cutlery is expected and encouraged.

The children's meals are well balanced and healthy with appropriate portions. The weekly lunch menu is shown on the newsletter sent by email each Friday. Unless there is a food allergy, we encourage everyone to try the food that is presented on their plate. No one is required to finish everything, just simply to have a good try.

After lunch is eaten the girls will join their friends and go out to play either in the playground or on the field.

Homework

- Each day, a homework activity will come home in your daughter's book bag with a Reading Record Book. This may be flashcards, a reading book or worksheet.
- Please check your daughter's bag each day and remember to return resources after use.
- Please fill in the details of any activity completed and your own comments e.g. had trouble with 'is', loved this book, read it three times!, worked out 'fun' by herself!, played lots of word games; talked about our holiday too, anything that shows you are interested and pleased with her efforts. These comments are very valuable and allow her teachers to understand how she is working and progressing at home.
- Many of the books have guidance and questions to ask that will enhance the reading experience.
- Only spend approximately 10 -15 minutes at a time on an activity.
- Do the activity or read the book more than once at different times or in different ways to reinforce learning. As we improve and expand our word knowledge we will be able to read more words and therefore have more challenging books and activities.



How you can help

Give your daughter your time and attention: Talking with your daughter, playing with her and giving her the opportunity to share her new skills and experiences is invaluable. It is quite common for the girls to not want to talk about their day, over enthusiastic questioning by you will not help. Quality time together is important and so fulfilling for you all. Equally important, however, is learning how to amuse themselves and play quietly or complete an activity without too much intervention. Imagination grows from boredom.

Establish clear boundaries and routines: By establishing firm boundaries and routines at home, your child will be more able to adapt and understand the importance of the routines and timetable when they start school. The girls are often very tired at the end of the day and need quiet time at home with you and a regular bedtime routine. In our experience we often find that excessive play dates and formal after school activities can be counterproductive and too tiring, especially during the first term of Reception.

Encourage independence:

To dress herself, including buttons, the zip on her coat, shoes, socks and tights.

To manage her own hygiene when visiting the toilet; flush the toilet, wash and dry her hands.

To take good care of her things, clothing etc. It is the girl's responsibility to unpack her bag and hang up her clothes.

To bring in her book bag (the coloured plastic bag) each day and put it in the box.

If it is her 'Showing Day' to bring in her items for showing.

To do her reading and have the Reading Record Sheet completed every day.

To bring her swimming bag when scheduled.

Rest and Relaxation: It is important that the girls have a sensible, calming bedtime routine to enable them to have a good night's sleep and arrive at school, on time, ready to come into class by 8.50am. The girls have a busy, physically demanding day. By the time you collect them at 3:10pm they need time to rest and revive themselves. A calm relaxing time after school when they can just play games, chat about both your days, be creative or be physical at their own pace will enable their minds and bodies time to rejuvenate.

Read with her: In Reception we would like the girls to experience reading every day. Read a book with or to your daughter as often as you can. They need to be exposed to quality literature at a level that is above their own reading ability to appreciate, comprehend and then use rich language in their own speech and writing.



Curriculum | Reception

Specialist Lessons in Reception

French: Mrs Condren

Girls have one lesson per week and lessons take place in the French room. The aim this year is to build confidence in participation in class with the focus on speaking and listening skills. The girls enjoy a range of activities, including songs, finger rhymes, and some vocabulary learning with flashcards, soft toys and puppets. The topics we aim to cover are classroom language, parts of the face and body, some numbers and colours, some food and animals, members of the family and some house vocabulary, some clothes and weather vocabulary, some farm, zoo and domestic animals, Christmas and Easter vocabulary and songs.

Computing: Miss Barrow

The girls are taught Computing in small groups and have one dedicated 30 minute computing skills lesson every week. The main focus is to develop good mouse control and to use the keyboard to add text, remove text, control text case and spacing.

Subscription websites we use during lessons

- busythings.co.uk
- purplemash.com/granville

Ballet: Miss Wilson

We have one 30 minute lesson per week with a Peripatetic Ballet Teacher. The girls learn the basic feet and arm positions and some movements in a fun-filled expressive lesson.

Music: Mr Granger

Girls have two lessons a week and we aim to focus on the following aspects of music.

- To encourage confidence in participation and in performance
- To keep a steady pulse while singing
- To explore the difference between loud and quiet, quick and slow, high and low
- To build a repertoire of action songs, rhymes, traditional folk songs and dances
- To encourage co-ordination in movement with group circle dances and moving around the room in a chain
- To involve social interaction by taking turns and waiting for others to make decisions and by being a leader or a follower.
- To walk and play on unturned percussion the pulses ta-a, ta, and ti-ti. (minim, crotchet and quaver) with their relative values.
- To explore different ways of travelling running, jumping, marching, tip-toeing and stopping.
- Tap out simple repeated rhythms and create their own.
- Imitate and create movement in response to music using whole body movements
- To understand performing as a group and as an individual
- To build confidence in performance
- To make suggestions for words/ actions within songs
- To experience singing in canon
- To develop listening skills through rhythm and song games and repeating a rhythm they have heard
- To introduce the concept of written music stick notation for ta, ti-ti, shush.
- To investigate what sounds can be made with body and percussion.



Curriculum | Reception

Physical Development: Miss Rendle/Mrs Hipgrave

The girls are given the guidance and skill to demonstrate both gross and fine motor control and coordination. They learn the skills to play team and individual games and use gymnastics equipment safely and with basic control. The girls learn the importance for good health of physical exercise and a healthy diet.

Autumn	Swimming	Command and ball games	Multi-skills
Spring	Swimming	Ball games	Gym apparatus
Summer	Swimming	Athletics - running, jumping, throwing	Striking and Fielding

Forest School

The Granville Forest School takes advantage of the hidden wooded area set behind the main buildings. There are many educational benefits in outdoor learning, including building resilience, self-esteem and confidence. The woodland environment exposes children to an element of risk where they can self-assess, be creative and connect with nature.

Children in Reception will have weekly Forest School sessions. The area is well sheltered with tree canopies and is inhabited with a variety of flora and fauna. The sessions will be in small groups led by a teacher with Level 3 Forest School training and Outdoor First Aid qualifications and supported by teaching assistants.

The benefits of Forest School

- Personal and social development improving communication skills, working with others.
- Physical activity and movement- development of fine and gross motor skills.
- Resilience problem solving and persistence.
- Confidence- self-esteem, positive attitude, taking more risks, showing initiative, motivation
- Wellbeing- fun and enjoyment, restoration, stress reduction.
- Cognitive impacts- knowledge and understanding about the world around them and respect for their environment.



Curriculum | Reception

Core Curriculum

In Reception we follow the Early Years Foundation Stage guidelines and then we enhance it! Apart from teacher instructed activities, the girls are given the opportunity to practise their new skills in a play environment. The ways in which the child engages with other people and their environment – playing and exploring, active learning, and creating and thinking critically – underpin learning and development across all areas and support the child to remain an effective and motivated learner. All written work is named and dated by the girls; some pieces of work also have a specific Learning Outcome noted on it to help everyone understand the purpose of the activity.

Personal, Social and Emotional Development

We cover the strands of: Self-Regulation, Managing Self and Building Relationships. Through daily activities we model and practise working and playing cooperatively, forming positive attachments to adults and friendships with peers and showing sensitivity to their own and to others' needs. We talk about the goals they wish to achieve and how they can do this by setting small steps; we work with children on self-regulation and how they can name feelings and learn strategies for dealing with them; we encourage and create opportunities for the girls to develop perseverance and resilience such as problem-solving activities. We encourage the girls to be independent, resourceful, co-operative, kind and caring, responsible and considerate members of our class. We encourage the girls to be socially aware, where appropriate we join in with the school on charitable and environmental projects.

Listening, Attention and Understanding

The ability to listen attentively and respond to what they hear with relevant questions, comments and actions in a range of situations is a vital skill that we model and encourage. The children learn to give their attention to what others say and respond appropriately, even while engaged in another activity.

Children are given many experiences that enable them to learn to follow instructions involving several ideas or actions; to make comments about what they have heard and ask questions to clarify their understanding and to hold conversations when engaged in back-and forth exchanges with their teachers and peers.

Communication and Language

Speaking

The children learn to participate in small group, class and one-to-one discussions, offering their own ideas, using recently introduced vocabulary; to offer explanations for why things might happen, making use of recently introduced vocabulary from stories, non-fiction, rhymes and poems when appropriate. They are encouraged to express their ideas and feelings about their experiences using full sentences, including use of past, present and future tenses and making use of conjunctions, with modelling and support from their teacher. Each week the girls share their News or Items for Showing with their classmates where we encourage eye-contact, clear speech and appropriate volume. At various times throughout the year, where possible, the girls will recite poems and sing songs as a class in Assemblies and Festivals.

Physical Development

The last of our three Prime Areas, in which we focus on physical development in our daily life as well as our PE lessons. We have two specific areas: Gross Motor Skills and Fine Motor Skills.

Gross Motor Skills: the children learn to negotiate space and obstacles safely, with consideration for themselves and others; to demonstrate strength, balance and coordination when playing and to move energetically, such as running, jumping, dancing, hopping, skipping and climbing.

Fine Motor Skills: the children learn to hold a pencil effectively in preparation for fluent writing – using the tripod grip in almost all cases; to use a range of small tools, including scissors, paintbrushes and cutlery and to begin to show accuracy and care when drawing.



Curriculum | Reception

Literacy

Literacy	We begin by consolidating our knowledge of single sounds (phonemes), linking them with the corresponding written letters (grapheme). We then learn to blend them into simple words, beginning with CVC (consonant, vowel, consonant) combinations e.g. mat, cat, sat, rat etc. It is vital that the phonemes are voiced correctly, and guidance is given to parents to assist. We use the Read Write Inc phonic program to introduce and consolidate all the phonemes, digraphs and trigraphs. We continue this scheme in both Reading and Writing as a core resource but we also utilise a more varied range of reading books and genres. The girls are exposed to rich language in Literature through listening to stories being read to them each week. These books may be aligned to the Topic we are currently studying, a featured author or simply because it is a fun story to enjoy.
Comprehension	We model, encourage and monitor comprehension to enable the children to demonstrate understanding of what has been read to them by retelling stories and narratives using their own words and recently introduced vocabulary. They will learn to anticipate (where appropriate) key events in stories and to use and understand recently introduced vocabulary during discussions about stories, non-fiction, rhymes and poems and during role play.
Word Reading	As soon as they can say a sound for each letter in the alphabet and read words consistent with their phonic knowledge by sound-blending the girls are given some reading activities both in school and to take home to consolidate. Not all words can be 'sounded out' so we also work on the sight words that we meet in our reading and writing. Through many activities we learn to recognise them automatically, eg the, come, here, look etc. In the Read Write Inc scheme these are denoted as 'red' words. As your daughter develops at her own pace, she will be challenged by new activities and reading books which present new words for her. Fluent reading is needed for comprehension, so we practise phrasing and expression as well as learning vocabulary. We have a very wide range of reading books across all genres to enable the girls to have a very solid foundation for good reading throughout their lives.
Writing	We concentrate on both handwriting practice and creative story writing. The girls learn the correct formation of their letters, the correct sizing and placement on a line. It requires a correct pencil grip, body positioning and a vast amount of meaningful practice. Parents are given guidance so that they may assist at home. The girls use their phonic knowledge to write words in ways that match their spoken sounds. They also write some irregular common words and simple sentences which can be read by themselves and others. The ability to write a sentence independently will begin with emergent writing in which the words may be phonetically plausible or initially just have the first sound and perhaps another one or two. This is a valuable step that the girls need to experience. Creativity and the love of writing is stifled if the girls become overly concerned with correct spelling. Let them write down the sounds their mouth is making but be mindful of correct pronunciation.



Curriculum | Reception

Mathematics

Number and Numerical Patterns	We aim to have a deep understanding of number to 10, including the composition of each number; to subitise (recognise quantities without counting) up to 5; to automatically recall (without reference to rhymes, counting or other aids) number bonds up to 5 (including subtraction facts) and some number bonds to 10, including double facts. We will learn to verbally count beyond 20, recognising the pattern of the counting system; to compare quantities up to 10 in different contexts, recognising when one quantity is greater than, less than or the same as the other quantity. We will explore and represent patterns within numbers up to 10, including evens and odds, double facts and how quantities can be distributed equally. Numerical understanding will occur through many activities and play situations. These are both oral and written. We learn to write our numerals and symbols correctly so that we may record our investigations and discoveries. We use correct vocabulary and through developing mathematical ideas and methods the girls learn the strategies to solve practical problems.
Shape, Space & Measure	Children use everyday language to talk about size, weight, capacity, position, distance, time and money to compare quantities and objects and to solve problems. They recognise, create and describe patterns. They explore characteristics of everyday objects and shapes and use mathematical language to describe them.

Understanding of the World

Past and Present	The children are encouraged to talk about the lives of the people around them and their roles in society; to know some similarities and differences between things in the past and now, drawing on their experiences and what has been read in class and to understand the past through settings, characters and events encountered in books read in class and storytelling.
People, Culture and Communities	The children learn to describe their immediate environment using knowledge from observation, discussion, stories, non-fiction texts and maps; to know some similarities and differences between different religious and cultural communities in this country, drawing on their experiences and what has been read in class. They learn to explain some similarities and differences between life in this country and life in other countries, drawing on knowledge from stories, non-fiction texts and (when appropriate) maps.
The Natural World	The children explore the natural world around them, making observations and drawing pictures of animals and plants. They learn some similarities and differences between the natural world around them and contrasting environments, drawing on their experiences and what has been read in class. They begin to understand some important processes and changes in the natural world around them, including the seasons and changing states of matter. If possible, the Reception girls share the responsibility for the school chickens as part of our Care for Living Things topic. We feed and water them, collect the eggs and clean out the coop. Everyone has the opportunity to participate. We also incubate and hatch some eggs in class each year as we learn about the Life Cycle of a Chicken.



Curriculum | Reception

Expressive Arts and Design

Creating with Materials	The children learn to safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function; then they share their creations, explaining the process they have used. They make use of props and materials when role playing characters in narratives and stories.
Being Imaginative and Expressive	The children are encouraged to invent, adapt and recount narratives and stories with peers and their teacher. We sing a range of well-known nursery rhymes and songs and both within our classroom and with our specialist teachers we learn to perform songs, rhymes, poems and stories with others, and (when appropriate) try to move in time with music.

Assessment and Reporting

When the girls enter the Reception class, they are individually assessed using a Baseline Assessment. This is followed-up by a corresponding progress assessment at the end of the Reception year. We are constantly observing and recording the girls' learning journeys by using the online journal, Tapestry. We will post pictures and descriptions of activities, achievements and observations which are often flagged with EYFS Indicators and in the Summer Term assessed against the Early Learning Goals. Tapestry is regularly made available to all parents, so they gain an insight into their child's school day. In the Autumn and Spring Term we discuss your daughter's progress during a Parent/Teacher Interview. In the Summer Term you will receive a comprehensive written report on all subject areas.

Useful Contact Details

If you would like to contact Miss Moore or any of your daughter's teachers the best method is by email in the first instance. Should we require a meeting – either an informal chat before or after school or a formal meeting with Mrs Lawrance present - this can be quickly arranged.

Mrs Moore - Class Teacher: mooree@granvilleschool.org

Mrs Thompson - Office Manager: officemanager@granvilleschool.org

Mrs McEvoy - School Office: secretary@granvilleschool.org

Miss Rendle - P.E/Sports: rendlen@granvilleschool.org

Miss Barrow - Computing: barrowm@granvilleschool.org

Mrs Condren - French: condrens@granvilleschool.org

Mr Granger - Music: grangerm@granvilleschool.org

Mrs McLean SENCO: mcleanm@granvilleschool.org

Mrs Ringrose - Data Manager (For any issues using SchoolBase): ringroses@granvilleschool.org



Class Information

Year 1



Staff

Form Teacher

Miss Georgia Malcolm - malcolmg@granvilleschool.org

Teaching Assistants

Mrs Karen Archibald Miss Angela Leonard Mrs Ilona Hunt

Year 1 Morning Drop-Off

At Drop-Off, Year 1 parents can arrive by car or on foot.

If you are driving:

- Please drive into school via the vehicle entrance at the Blue Gate.
- You can arrive between 8:30am and 8:50am
- Drive through and stop at the signposted drop-off point at the Tower. A member of staff will be on duty to help children out of the car
- Please try to ensure your daughter is sitting on the right hand side of the car

If you are walking:

- Please enter via the pedestrian entrance at the White Gate
- Walk to the classroom using the paths and marked crossings

Any children dropped off before 8:30am will be taken to Breakfast Club and a charge may be incurred. If you daughter arrives late, take her to the School Office to register her.

Year 1 Afternoon Pick-Up

Pick up time is 3:20pm. There is no vehicle access at pick-up and all children must be collected on foot.

Enter the school grounds via the pedestrian entrance by the White Gate and wait there, inside the gates. A teacher will bring the class to the gate for pick up.

If your daughter is staying for Waiting or After School Care, please see below.

If someone else is collecting your child, or they have a play date, please let Miss Malcolm know in advance.



Waiting and After School Care

If your child has an older sibling who finishes school later, your child can attend 'Waiting' until 3:50pm, which is in the Pre-School Classroom. This is supervised by a member of The Granville's staff and is free of charge. Pick-up will be at the time and location designated for the eldest sibling.

If you would like your child to stay beyond 3:50pm, they can attend After School Care (ASC). They will go to Waiting first and then be walked to ASC by a member of staff.

After School Care is available for all children from Pre-School to Year 6. It is run by a team of our staff from Monday – Friday until 6pm.

There is a charge for this facility that will be added to your termly bill. After School Care can be booked via the School Office. A form is sent to parents on a Wednesday for the following week's bookings. We will do our best to accommodate emergency bookings - please call the office to arrange.



Uniform

For Year 1, there is a winter and summer uniform and these should not be mixed up.

Autumn Term - either uniform until half term and then winter uniform only Spring Term - winter uniform
Summer Term - either uniform until half term then summer uniform only

Winter and Summer Uniform

Throughout the year the girls will need:

- Blue blazer (to be worn to school every day)
- Blue cardigan
- Blue hair clips/ribbons/bands
- Navy or black lace-up/bar shoes (no thick soles or heels)

In addition, for the winter uniform:

- Navy waterproof coat
- School hat
- School scarf
- School gloves
- Plaid pinafore
- Long navy socks or tights
- White blouse with blue trim

For the summer uniform:

- House cap
- Summer dress
- Short plain white socks
- Lightweight waterproof rain coat









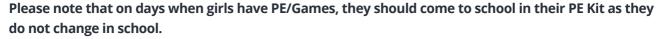




PE kit

Girls will need:

- Blue cycling shorts
- White PE shirt
- Navy jogging bottoms with white piping
- Navy fleece
- Velcro trainers
- Short plain white socks
- Blue ballet leotard
- Unblocked ballet shoes
- Own small named bag to carry ballet kit in
- Royal blue swimming costume
- Named lightweight towel
- Goggles (optional)
- House swimming cap
- House t-shirt
- House cap



Forest School Kit

Some additional kit is required for Forest School:

- Welly boots or sturdy walking boots with room for boot liners or extra socks
- Navy waterproof trousers
- Hat (school winter hat is ideal)
- Gloves (waterproof)
- School Coat (winter coat or waterproof coat)

Other items

- School rucksack
- Drawstring swimming bag
- Painting apron with sleeves
- Named water bottle





Please note that in Year 1, stationery is provided by the school. No pencil cases are required.

Stationery

In Year 1 your daughter will need a transparent, flat, pencil case that will fit in her tray. The transparent case helps your daughter find what she wants quickly. Please name all items. Please include in the pencil case:

- Pencils
- Rubber (Plain white)
- A set of coloured pencils
- Pritt Stick Glue (White not coloured)
- Please do not include gel pens or felt tips

Specialist Lessons

Specialist lessons for Year 1:

- Art Mrs Harrison
- Music Mr Granger
- French Mrs Condren
- Computing Miss Barrow
- Drama Mrs Williams
- Ballet Miss Wilson
- Forest School Mrs Paterson
- PE Miss Rendle and Mrs Hipgrave
- Swimming Mr Jaques

Miss Malcolm teaches all other core subjects.

Assessment and Reporting in Year 1

In addition to the continuous daily guidance and feedback that the girls receive, there are various opportunities throughout the year for you to view your daughter's work and discuss her progress.

In the second half of the Autumn and Spring terms you will receive a grade and target sheet which gives you an indication of your daughter's strengths and any areas for development. In the Summer term you will receive a full written report covering your daughter's progress and achievements throughout the whole year.

Parents' evenings take place in the second half of the Autumn and second half of the Spring term, where you will have the chance to discuss your daughter's work and progress. If you wish to discuss any aspect of your daughter's work at any other point during the year, please email or contact Miss Malcolm or subject teachers directly to arrange a meeting.

Individual Music Lessons

During Year 1, children will have the opportunity to try out various instruments in advance of individual music lessons being offered in Year 2.

Currently we offer individual music lessons in:

- 'Cello
- Clarinet
- Drums
- Flute (starting off on a fife)
- Guitar (classical)
- Piano
- Viola
- Violin

If you are interested in your daughter learning an instrument that isn't listed, we will do our best to accommodate this. Individual music lessons take place during the school day on a rotational basis.

Music Exams (primarily ABRSM) take place every term and candidates for entry are put forward in consultation with music teachers, parents and the girls themselves.

Applications for and any queries regarding individual music lessons should be addressed to the Head of Music, Mr Granger on grangerm@granvilleschool.org

Ballet

All Year 1 girls have ballet lessons within the weekly timetable.

Year 1 study the Primary Cecchetti classical ballet examination syllabus of the Imperial Society of Teachers of Dancing.

Girls have the opportunity to take exams at the end of year, for which a fee is payable.

LAMDA

As part of the English and Drama curriculum in Year 1, girls will all be entered for LAMDA Choral Speaking exams, for which they will present two poems from memory.

Mrs Williams and the form teachers will coach the girls in school but the expectation is that additional preparation and practice for the exam will take place at home. Further details will be provided nearer the time.



Homework

Homework consists of:

- Daily reading
- A homework task set on a Friday for completion by Monday

Reading

Reading with your child for about 15 minutes every night is the most important activity you can do. Your daughter should read aloud as much as possible and discuss what she has read in order to decode words, develop expression and improve comprehension skills. Please comment on how your daughter read in her contact book. This will be checked regularly. If there are any issues that need addressing immediately please email Miss Malcolm. The girls will choose their own books on a Monday, Wednesday and Friday. As they progress to more difficult levels, longer books can be kept at home for more than one night. In class girls read more challenging books which enables us to continually assess reading skills and teach accordingly.

Homework

Most of the homework will be English and Mathematics. Some homework will be set online. All passwords and details will be found in your daughter's contact book. This will usually be consolidation of work already covered in class although sometimes it may be research or more creative work.

There is no holiday homework sent out during the school holidays.

Introducing Cursive Handwriting

In Year 1 the girls will be introduced to cursive handwriting

• An information guide to the letter formations will be given to parents at the beginning of the year.



Parental Support

In addition to reading:

- Talk to your daughter about current affairs and discuss things they have enjoyed and learnt on days out
- Encourage her to complete her homework
- Ensure your daughter gets to bed at a reasonable time
- Provide a quiet environment in which to work
- Discuss her work to reinforce her understanding

Useful Contact Details

If you would like to contact me, the best method is by email in the first instance malcolmg@granvilleschool.org and should we require a meeting we can arrange an informal chat before or after school or a more formal meeting with Mrs Lawrance present.

If it is an urgent matter for that day (I normally do not check my emails after 8.30 am as I am with the children), such as a change of pick up arrangement, please ring the school office and ask the office staff to pass the message on to me. Please feel free to send emails with your questions to the appropriate members of staff who will deal with your enquiry. However, please cc myself so that I am informed of the issue.

Office Manager: Mrs Thompson - officemanager@granvilleschool.org

School Office: Mrs McEvoy - secretary@granvilleschool.org PE/Swimming: Miss Rendle - rendlen@granvilleschool.org Music: Mr Granger - grangerm@granvilleschool.org Drama: Mrs Willians - williamsr@granvilleschool.org

Computing: Miss Barrow - barrowm@granvilleschool.org
French: Mrs Condren - condrens@granvilleschool.org
Art: Mrs Harrison - harrisons@granvilleschool.org

Forest School: Mrs Paterson - patersonm@granvilleschool.org

Ballet: Miss Willson - jwdance@gmx.co.uk

Data Manager (SchoolBase): Mrs Ringrose - ringroses@granvilleschool.org



Class Information

Year 2



Staff

Form Teacher

Mr Karl Newman - newmank@granvilleschool.org

Teaching Assistant

Mrs Sue Bates

Year 2 Afternoon Pick-Up

Pick up time is 3:20pm. There is no vehicle access at pick-up and all children must be collected on foot.

Enter the school grounds via the pedestrian entrance by the White Gate and wait there, inside the gates. A teacher will bring the class to the gate for pick up.

If your daughter is staying for Waiting or After School Care, please see below.

If someone else is collecting your child, or they have a play date, please let Mr Newman know in advance.

Waiting and After School Care

If your child has an older sibling who finishes school later, your child can attend 'Waiting' until 3:50pm, which is in the Pre-School Classroom. This is supervised by a member of The Granville's staff and is free of charge. Pick-up will be at the time and location designated for the eldest sibling.

If you would like your child to stay beyond 3:50pm, they can attend After School Care (ASC). They will go to Waiting first and then be walked to ASC by a member of staff.

After School Care is available for all children from Pre-School to Year 6. It is run by a team of our staff from Monday – Friday until 6pm.

There is a charge for this facility that will be added to your termly bill. After School Care can be booked via the School Office. A form is sent to parents on a Wednesday for the following week's bookings. We will do our best to accommodate emergency bookings - please call the office to arrange.



Uniform

For Year 2, there is a winter and summer uniform and these should not be mixed up.

Autumn Term - either uniform until half term and then winter uniform only Spring Term - winter uniform
Summer Term - either uniform until half term then summer uniform only

Winter and Summer Uniform

Throughout the year the girls will need:

- Blue blazer (to be worn to school every day)
- Blue cardigan
- Blue hair clips/ribbons/bands
- Navy or black lace-up/bar shoes (no thick soles or heels)

In addition, for the winter uniform:

- Navy waterproof coat
- School hat
- School scarf
- School gloves
- Plaid pinafore
- Long navy socks or tights
- White blouse with blue trim

For the summer uniform:

- House cap
- Summer dress
- Short plain white socks
- Lightweight waterproof rain coat







PE kit

Girls will need:

- Blue cycling shorts
- White PE shirt
- Navy jogging bottoms with white piping
- Navy fleece
- Velcro trainers
- Short plain white socks
- Blue ballet leotard
- Unblocked ballet shoes
- Royal blue swimming costume
- Named towel
- Goggles (optional)
- House swimming cap
- House t-shirt
- House cap





Please note that on days when girls have PE/Games, they should come to school in their PE Kit as they do not change in school.

Forest School Kit

Some additional kit is required for Forest School:

- Welly boots or sturdy walking boots with room for boot liners or extra socks
- Navy waterproof trousers
- Hat (school winter hat is ideal)
- Gloves (waterproof)
- School Coat (winter coat or waterproof coat)

Other items

- School rucksack
- Drawstring swimming bag
- Painting apron with sleeves
- Named water bottle



Stationery

Please ensure all items are named:

- HB Pencils
- Plain rubber and sharpener
- Pack of coloured pencils
- Pack of highlighters and/or gel pens
- Scissors
- Glue stick
- 15cm or 30cm ruler
- Named homework folder (large enough to contain your homework diary and reading record, a reading book and homework)



Specialist Lessons

Specialist lessons for Year 2:

- Art Mrs Harrison
- Music Mr Granger
- French Mrs Condren
- Computing Miss Barrow
- Drama Mrs Williams
- Ballet Miss Wilson
- Forest School Mrs Paterson
- PE Miss Rendle and Mrs Hipgrave
- Swimming Mr Jaques

Mr Newman teaches all core subjects.

Individual Music Lessons

Individual instrumental teaching is typically offered from Year 2 for the following instruments:

- 'Cello
- Clarinet
- Drums
- Flute (starting off on a fife)
- Guitar (classical)
- Piano
- Viola
- Violin

If you are interested in your daughter learning an instrument that isn't listed, we will do our best to accommodate this.

Individual music lessons take place during the school day on a rotational basis.

Music Exams (primarily ABRSM) take place every term and candidates for entry are put forward in consultation with music teachers, parents and the girls themselves.

Applications for and any queries regarding individual music lessons should be addressed to the Head of Music, Mr Granger on grangerm@granvilleschool.org



Ballet

All Year 2 girls have ballet lessons within the weekly timetable.

Year 2 study the Standard 1 Cecchetti classical ballet examination syllabus of the Imperial Society of Teachers of Dancing.

Girls have the opportunity to take exams at the end of year, for which a fee is payable.

LAMDA

As part of the English and Drama curriculum in Year 2, girls will all be entered for LAMDA Choral Speaking exams, for which they will present two poems from memory.

Mrs Williams and the form teachers will coach the girls in school but the expectation is that additional preparation and practice for the exam will take place at home. Further details will be provided nearer the time.

Assessment and Reporting in Year 2

In addition to the continuous daily guidance and feedback that the girls receive, there are various opportunities throughout the year for you to view your daughter's work and discuss her progress.

In the second half of the Autumn and Spring terms you will receive a grade and target sheet which gives you an indication of your daughter's strengths and any areas for development. In the Summer term you will receive a full written report covering your daughter's progress and achievements throughout the whole year.

Parents' evenings take place in the second half of the Autumn and second half of the Spring term, where you will have the chance to discuss your daughter's work and progress. If you wish to discuss any aspect of your daughter's work at any other point during the year, please email or contact Mr Newman or subject teachers directly to arrange a meeting.



Homework

Homework consists of:

- Daily reading
- A homework task set on a Friday for completion by Monday
- Mental maths starting after Autumn Half Term will be given out on a Friday for a test the following week

Reading

Reading with your child for about 15 minutes every night is the most important activity you can do. Your daughter should read aloud as much as possible and discuss what she has read in order to decode words, develop expression and improve comprehension skills. Please comment on how your daughter read in her contact book. This will be checked regularly. If there are any issues that need addressing immediately please email Mr Newman. The girls will choose their own books on a Monday, Wednesday and Friday. As they progress to more difficult levels, longer books can be kept at home for more than one night. In class girls read more challenging books which enables us to continually assess reading skills and teach accordingly.

Homework

Most of the homework will be English and Mathematics. Some homework will be set online. All passwords and details will be found in your daughter's contact book. This will usually be consolidation of work already covered in class although sometimes it may be research or more creative work.

There is no holiday homework sent out during the school holidays.

Parental Support

In addition to reading:

- Talk to your daughter about current affairs and discuss things they have enjoyed and learnt on days out
- Encourage her to complete her homework
- Ensure your daughter gets to bed at a reasonable time
- Provide a quiet environment in which to work
- Discuss her work to reinforce her understanding



Useful Contact Details

If you would like to contact me, the best method is by email in the first instance newmank@granvilleschool.org

If it is an urgent matter for that day such as a change of pick up arrangement, please ring the school office and ask the office staff to pass the message on to me.

Office Manager: Mrs Thompson - officemanager@granvilleschool.org

School Office: Mrs McEvoy - secretary@granvilleschool.org PE/Swimming: Miss Rendle - rendlen@granvilleschool.org

Music: Mr Granger - grangerm@granvilleschool.org
Drama: Mrs Williams - williamsr@granvilleschool.org
Computing: Miss Barrow - barrowm@granvilleschool.org
French: Mrs Condren - condrens@granvilleschool.org
Art: Mrs Harrison - harrisons@granvilleschool.org

Forest School: Mrs Sladdin - SladdinJ@granvilleschool.org

Ballet: Miss Willson - jwdance@gmx.co.uk

Data Manager (SchoolBase): Mrs Ringrose - ringroses@granvilleschool.org

Parental Support

In addition to reading:

- Talk to your daughter about current affairs and discuss things they have enjoyed and learnt on days out.
- Encourage her to complete her homework.
- Ensure your daughter gets to bed at a reasonable time.
- Provide a quiet environment in which to work.
- Discuss her work to reinforce her understanding.



Class Information

Year 3



Welcome

Welcome to Year 3

As this is the first year of Key Stage 2 and the 'senior' part of the school, the girls will notice many changes both to the timing of the day and what is expected of them. The days are longer, lunch is later, and they need to take greater responsibility for their belongings. Academically, the curriculum is a continuation of that which was followed in Year 2, but they will be encouraged to become much more independent learners. They will also develop a greater sense of responsibility and gain the confidence to make valued decisions about all areas of their school life. This will be a gradual process and they will be given a great deal of guidance from their form teachers and their classroom assistant.

Staff

Form Teachers

Mrs Leighanne Alexander - alexanderl@granvilleschool.org Mrs Gill Copping - coppingg@granvilleschool.org

Teaching Assistant

Mrs Pat Whiting



Year 3 Afternoon Pick-Up

Pick up time is 3:50pm. There is no vehicle access at pick-up and all children must be collected on foot.

Enter the school grounds via the pedestrian entrance by the White Gate and wait there, inside the gates. A teacher will bring the class to the gate for pick up.

If your daughter is staying for After School Care, please see below.

If someone else is collecting your child, or they have a play date, please let their form teacher or the school office know in advance.

After School Care

If you would like your child to stay beyond 3:50pm, they can attend After School Care (ASC).

Children in Years 3-6 booked into ASC will attend Prep first until 4.30pm and then go to ASC. If they are booked into an after school activity, they can do that first and then go to ASC once the activity has finished.

Please note there is no charge for Prep. After 4.30pm ASC charges apply.



Uniform

For Year 3, there is a winter and summer uniform and these should not be mixed up.

Autumn Term - either uniform until half term and then winter uniform only Spring Term - winter uniform
Summer Term - either uniform until half term then summer uniform only

Winter and Summer Uniform

Throughout the year the girls will need:

- Blue blazer (to be worn to school every day)
- Blue cardigan
- Blue hair clips/ribbons/bands
- Navy or black lace-up/bar shoes (no thick soles or heels)

In addition, for the winter uniform:

- Navy waterproof coat
- School hat
- School scarf
- School gloves
- Plaid skirt
- Long navy socks or tights
- White blouse with blue trim

For the summer uniform:

- House cap
- Summer dress
- Short plain white socks
- Lightweight waterproof rain coat









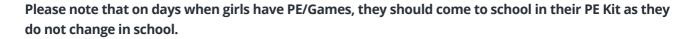




PE kit

Girls will need:

- Blue cycling shorts
- White PE shirt
- Navy tracksuit trousers with white piping
- Navy fleece
- Blue shorts
- Velcro trainers
- Short plain white socks
- Long blue PE socks
- White Granville skin player layer
- Mouthguard (Spring Term only OPRO fitting offered in November)
- Blue ballet leotard
- Unblocked ballet shoes
- Royal blue swimming costume
- Named towel
- Goggles (optional)
- House swimming cap
- House t-shirt
- House cap



Forest School Kit

Some additional kit is required for Forest School:

- Welly boots or sturdy walking boots with room for boot liners or extra socks
- Navy waterproof trousers
- Hat (school winter hat is ideal)
- Gloves (waterproof)
- School Coat (winter coat or waterproof coat)







Other items

- School rucksack
- Blue PE bag
- PE Holdall
- Drawstring swimming bag
- Painting apron with sleeves
- Named water bottle

Stationery

Please ensure all items are named:

- HB Pencils
- Plain rubber and sharpener
- Pack of coloured pencils
- Pack of felt tip pens
- Pack of highlighters and/or gel pens
- Scissors
- Glue stick
- 30cm ruler (15cm ruler can be in addition to this)
- Named homework folder (large enough to contain your homework diary and reading record, a reading book and homework)
- 2 Lever Arch folders (one blue and one yellow) for storing loose worksheets



Year 3 Teaching Staff

English - Mrs Copping

Maths - Mrs Alexander

Science - Mrs Allen

History - Mrs Alexander

Geography- Mrs Alexander

RE - Mr Granger

PSHCE - Mrs Copping

French - Mrs Condren

Computing - Miss Barrow

Music - Mr Granger

Art/DT - Mrs Harrison

Drama - Mrs Williams

PE/Games - Miss Rendle

Ballet - Miss Wilson

Forest School - Mrs Sladdin and Miss Barrow

Ballet

All Year 3 girls have ballet lessons within the weekly timetable. From Year 4, ballet becomes optional. We ask that you give a term's notice in writing should you wish to opt out for Year 4.

Class 3 study the Standard 2 Cecchetti classical ballet examination syllabus of the Imperial Society of Teachers of Dancing.

Girls have the opportunity to take exams at the end of year, for which a fee is payable.

LAMDA

As part of the English and Drama curriculum in Year 3, girls will all be entered for LAMDA public speaking exams. These usually take place in November.

Mrs Williams and the form teachers will coach the girls in school but the expectation is that additional preparation and practice for the exam will take place at home. Further details will be provided nearer the time.



Sports Fixtures

As the girls become more experienced in team sports, occasionally they may be invited to take part in a fixture against a local school.

If your daughter is taking part in a fixture, you will be notified by email and timings and collection arrangements will be explained.

Homework

Reading with your child for about 15 minutes every night is the most important activity you can do.

Homework is set three times a week. It is to be handed in the following morning on arrival in the classroom. Homework should take about 20 minutes and after this time, your daughter should ideally stop, even if she is not finished. Below is a timetable for when the homework is set:

- Tuesday Maths
- Thursday English
- Friday Maths and English

There may be times when a topic piece replaces one of the other homework pieces.

A minimum of 15 minutes of individual reading is advised to be completed per evening. We encourage you to record carefully in your daughter's reading record (this is her responsibility). She should read aloud to you as much as possible in order to practise decoding new or tricky words, improve expression and discuss any unknown concepts or words. A parental comment in the reading record, once a week, would be much appreciated.

Times tables are increasingly important and it is advised that these are practised regularly at home. Consider starting with x2, x5, x10; build to x3, x6, x12; move onto x4, x8; complete with x9, x7, x11. Times Tables Rockstars is a great resource for supporting your daughter's fluency.



Assessment and Reporting

In addition to the continuous daily verbal and written guidance the girls receive there are opportunities throughout the year for you to discuss your daughter's progress. In the second half of the Autumn and Spring Terms you will receive a grade sheet which gives you an indication of your daughter's strengths and any areas for development. Following each of the grade sheets there will be a parent/teacher meeting where you will be able to have a discussion with the Class Teacher. In the Summer Term you will receive a full written report about every subject area.

If you wish to discuss any aspect of your daughter's work at any other point during the year, please email or contact Mrs Alexander or the appropriate subject teacher.

Parental Support

Encourage your daughter to complete her homework, to read and to practise times tables on a regular basis. Provide a quiet environment for working. Discuss her homework and support to reinforce her understanding. If your daughter wishes to make changes to her homework after discussion, please do this in another colour so it is clear which work is independent and which is aided. Alternatively, write a note or a * to show that help was provide. Let your daughter read aloud to an adult as often as possible and do continue to read aloud to her to model good reading. We will also be using Spelling Frame which is a fun, interactive website to support the learning of the National Curriculum spelling objectives. Regular practice of this is encouraged.

- Encourage her to get to bed at a reasonable time.
- Provide a guiet environment in which to work.
- Discuss her work to reinforce her understanding.



Class Information

Year 4



Staff

Form Teachers

Mrs Jane Sladdin - sladdinj@granvilleschool.org Mrs Rhian Palmer - palmerr@granvilleschool.org

Teaching Assistant

Mrs Victoria Wyatt

Year 4 Afternoon Pick-Up

Pick up time is 3:50pm. There is no vehicle access at pick-up and all children must be collected on foot.

Enter the school grounds via the pedestrian entrance by the White Gate and wait there, inside the gates. A teacher will bring the class to the gate for pick up.

If your daughter is staying for After School Care, please see below.

If someone else is collecting your child, or they have a play date, please let the form teachers or the school office know in advance.

After School Care

If you would like your child to stay beyond 3:50pm, they can attend After School Care (ASC).

Children in Years 3-6 booked into ASC will attend Prep first until 4.30pm and then go to ASC. If they are booked into an after school activity, they can do that first and then go to ASC once the activity has finished.

Please note there is no charge for Prep. After 4.30pm ASC charges apply.



Uniform

For Year 4, there is a winter and summer uniform and these should not be mixed up.

Autumn Term - either uniform until half term and then winter uniform only Spring Term - winter uniform
Summer Term - either uniform until half term then summer uniform only

Winter and Summer Uniform

Throughout the year the girls will need:

- Blue blazer (to be worn to school every day)
- Blue cardigan
- Blue hair clips/ribbons/bands
- Navy or black lace-up/bar shoes (no thick soles or heels)

In addition, for the winter uniform:

- Navy waterproof coat
- School hat
- School scarf
- School gloves
- Plaid skirt
- Long navy socks or tights
- White blouse with blue trim

For the summer uniform:

- House cap
- Summer dress
- Short plain white socks
- Lightweight waterproof rain coat













PE kit

Girls will need:

- Blue cycling shorts
- White PE shirt
- Navy tracksuit trousers with white piping
- Navy fleece
- Blue shorts
- Velcro/lace up trainers
- Short plain white socks
- Long blue PE socks
- White Granville skin player layer
- Mouthguard (Spring Term only OPRO fitting offered in November)
- Blue ballet leotard (for those continuing ballet)
- Unblocked ballet shoes (for those continuing ballet)
- Royal blue swimming costume
- Named towel
- Goggles (optional)
- House swimming cap
- House t-shirt
- House cap

Please note that on days when girls have PE/Games, they should come to school in their PE Kit as they do not change in school.

Other items

- School rucksack
- Blue PE bag
- PE Holdall
- Drawstring swimming bag
- Painting apron with sleeves
- Named water bottle





Stationery

Please ensure all items are named:

- Maximum of 1 pencil case
- Fountain pen and blue ink cartridges or 2 handwriting pens (Berol or Frixion)
- 2 or more simple pencils
- 2 marking pens (red)
- Glue stick
- Scissors
- Eraser
- 30cm ruler
- Colouring pencils
- 2 x highlighter pens
- Felt pens or fine liners (NOT Sharpies)
- 1 A4 file (2 rings not 4)
- Pack of 5 file dividers
- Hardback A5 lined notebook (any design)
- Dictionary and thesaurus (must be English spellings)



Year 4 Teaching Staff

English - Mrs Sladdin & Mrs Copping

Maths - Mrs Palmer

Science - Mrs Allen

History - Mrs Palmer

Geography- Mrs Mackenzie

RE - Mrs Allen

PSHCE - Mrs Palmer

Reasoning - Mrs Palmer

Thinking Skills - Mrs Lawrance

French - Mrs Condren

Computing - Miss Barrow

Music - Mr Granger

Art/DT - Mrs Harrison

Drama - Mrs Williams

PE/Games - Miss Rendle & Mrs Hipgrave

Ballet - Miss Wilson

Ballet

From Year 4, ballet becomes optional. For those girls continuing with Ballet, they take place on a Friday, outside of lesson time.

Year 4 study the Standard 3 Cecchetti classical ballet examination syllabus of the Imperial Society of Teachers of Dancing.

Girls have the opportunity to take exams at the end of year, for which a fee is payable.

LAMDA

LAMDA becomes optional in Year 4. For girls opting into lessons, they take place either before or after school, or during breaktimes. A timetable is published by Mrs Williams at the start of each term.

If you would like your daughter to continue LAMDA, please contact Mrs Williams - williamsr@granvilleschool.org



Trips and Visits

The girls' main trip will be a residential trip in the Summer Term. The girls will visit an activity centre for four nights/five days where they will participate in a variety of activities designed to encourage the girls to challenge themselves and work together as a team. Further information will be sent out later in the Autumn Term.

Year 4 Play

In Year 4, all girls perform in a play in the Spring Term. Rehearsals take place as part of the curriculum. Parents may be asked to help with learning lines, rehearsing at home and providing costume items.

Sports Fixtures

Throughout the year, matches are organised against local schools in a number of sports. If your daughter is taking part in a fixture, you will be notified by email and timings and collection arrangements will be explained. Fixtures usually take place on the afternoon of the Year 4 games lessons, but occasionally may fall on other days.

Occasionally, girls are invited to all-day tournaments.

Senior Schools

Although exams are still a long way away, the formal preparations for 11+ transition begin in Year 4. English and Maths teaching begins to hone in more closely on skills required for exam success. Reasoning lessons also begin in Year 4.

We hold a Senior School Transition Information Evening in the Summer Term for all Year 4 families where you will find out more about the process, how we prepare the girls and support parents. You will have a chance to ask questions.

A further meeting takes place in Year 5 along with more specific information and guidance.



Homework

Daily Homework

Homework is generally set every day and is usually to be handed in the following morning on arrival in the classroom. The majority of the work will be English and Maths linked to the work covered that day but may be connected to other subjects too. Homework should take up to 30 minutes. After 30 minutes of focused work your daughter should stop, even if she is not finished. Completed homework is marked, discussed and filed. Weekend homework will be two shorter pieces – one English or Reasoning and one Maths. If a concept is not understood by your daughter, pop a note in the homework diary and we will go through it again with her.

Reading

A minimum of 15 minutes of individual reading should be completed per evening. This is to be recorded carefully in your daughter's reading record (this is her responsibility). She should read aloud to you at least three or four times a week in order to tackle the decoding of new or tricky words, improve fluency, expression and discuss any unknown concepts or words. It also provides the opportunity to discuss the book as a whole, which aids comprehension skills. A parental comment in the reading record, at least once a week, would be much appreciated. See "Reading Booklet KS2" for further information and guidance.

Spelling

The girls will no longer be having spelling weekly tests. Instead, the focus will be to understand spelling rules and how to apply them.

Times Tables

Times tables are increasingly important this year. Each week we will be testing and consolidating all tables learnt in Year 3 and applying this skill further. The aim is that your daughter is completely confident by the end of the Summer Term. There are various resources to support this learning, including CDs, websites, games and sheets. Short daily practice is the best method.

Assessment and Reporting

In addition to the continuous daily verbal guidance that the girls receive there are various opportunities for you to discuss your daughter's progress. In the second half of the Autumn Term and Spring Term you will receive a grade sheet and standardised test scores which gives you an indication of your daughter's strengths and any areas for development. Following each grade sheet, we have a parents' discussion meeting where you will be able to chat about her progress and any concerns. You will also have the opportunity to meet a selection of subject teachers (different ones at each meeting).

In the Summer Term you will receive a full written report about every area of the curriculum. There is also an information evening in the Summer Term outlining the secondary school transfer process and schooling options available. If you wish to discuss any aspect of your daughter's work at any other point during the year, please email the appropriate subject teacher.

Class Information

Year 5



Form Teachers

5A Form Teacher

Mrs Rhiannon Allen - allenrj@granvilleschool.org

5DG Form Teachers

Mrs Victoria Duggan - dugganv@granvilleschool.org Mr Myles Granger - grangerm@granvilleschool.org

Year 5 Afternoon Pick-Up

Pick up time is 4.00pm. There is no vehicle access at pick-up and all children must be collected on foot.

Enter the school grounds via the pedestrian entrance by the White Gate and wait there, inside the gates. A teacher will bring the class to the gate for pick up.

If your daughter is staying for Waiting or After School Care, please see below.

If someone else is collecting your child, or they have a play date, please let their form teacher or the school office know in advance.

After School Care

If you would like your child to stay beyond 4.00pm, they can attend After School Care (ASC).

Children in Years 3-6 booked into ASC will attend Prep first until 4.30pm and then go to ASC. If they are booked into an after school activity, they can do that first and then go to ASC once the activity has finished.

Please note there is no charge for Prep. After 4.30pm ASC charges apply.



Uniform

For Year 5, there is a winter and summer uniform and these should not be mixed up.

Autumn Term - either uniform until half term and then winter uniform only Spring Term - winter uniform
Summer Term - either uniform until half term then summer uniform only

Winter and Summer Uniform

Throughout the year the girls will need:

- Blue blazer (to be worn to school every day)
- Blue cardigan
- Blue hair clips/ribbons/bands
- Navy or black lace-up/bar shoes (no thick soles or heels)

In addition, for the winter uniform:

- Navy waterproof coat
- School hat
- School scarf
- School gloves
- Plaid skirt
- Long navy socks or tights
- White blouse with blue trim

For the summer uniform:

- House cap
- Summer dress
- Short plain white socks
- Lightweight waterproof rain coat













PE kit

Girls will need:

- Blue cycling shorts
- White PE shirt
- Navy tracksuit trousers with white piping
- Navy fleece
- Blue shorts
- Velcro/lace up trainers
- Short plain white socks
- Long blue PE socks
- White Granville skin player layer
- Mouthguard (Spring Term only OPRO fitting offered in November)
- Blue ballet leotard (if your daughter is continuing to do ballet)
- Unblocked ballet shoes (for those continuing ballet)
- Royal blue swimming costume
- Named towel
- Goggles (optional)
- House swimming cap
- House t-shirt
- House cap

Please note that on days when girls have PE/Games, they should come to school in their PE Kit as they do not change in school.

Other items

- Own rucksack
- Blue PE bag
- PE Holdall
- Drawstring swimming bag
- Painting apron with sleeves
- Named water bottle





Stationery

Please ensure all items are named:

- Pencil case ideally no more than 1
- Fountain pen and blue ink cartridges or 2 handwriting pens (e.g. Berol or Frixion)
- HB pencil, either traditional or propelling
- 2-3 different coloured pens for marking (e.g. red or green handwriting pen)
- Glue stick white or clear glue
- Scissors
- Eraser
- Pencil sharpener
- Small set of colouring pencils
- 2 x highlighter pens
- Small set of felt pens or fine liners (NOT Sharpies)
- 1 red A4 2-ringed binder for French
- 2 yellow A4 2-ringed binder for Maths
- 1 pack of 5 file dividers
- 30cm ruler marked in cm and mm
- Calculator
- Compass (with protected end)
- Semi-circular protractor, preferably without missing centre
- Age-appropriate dictionary and thesaurus (must be English UK spellings)

Secondary School Visits

Please try to visit prospective secondary schools this year in order to start making informed decisions about which schools you are considering for your daughter. Mrs Harrington is our Senior Schools Transition Coordinator and can give you further information, harringtonl@granvilleschool.org. The senior schools own websites are also very useful for this, especially with the changing guidelines at the moment.



Year 5 Teaching Staff

English - Mrs Sladdin & Mrs Duggan

Maths - Mrs Alexander & Mrs Harrington

Science - Mrs Allen

History - Mrs Allen

Geography- Mrs Mackenzie

RE - Mrs Allen

PSHCE - Mrs Duggan or Mrs Allen

Reasoning - Mrs Palmer

Thinking Skills - Mrs Lawrance

French - Mrs Condren

Computing - Miss Barrow

Music - Mr Granger

Art/DT - Mrs Harrison

Drama - Mrs Williams

PE/Games - Miss Rendle & Mrs Hipgrave

Swimming (Autumn and Spring Terms) - Mr Jaques

Ballet - Miss Wilson

Ballet

In Year 5, ballet is optional. For those girls continuing with Ballet, they take place on a Friday, outside of lesson time.

Year 5 study the Standard 4 Cecchetti classical ballet examination syllabus of the Imperial Society of Teachers of Dancing.

Girls have the opportunity to take exams at the end of year, for which a fee is payable.

LAMDA

LAMDA remains optional in Year 5. For girls opting into lessons, they take place either before or after school, or during breaktimes. A timetable is published by Mrs Williams at the start of each term.

If you would like your daughter to have LAMDA lessons, please contact Mrs Williams - williamsr@granvilleschool.org



Senior School Exam Preparation

In Year 5, the preparation for Senior School exams increases. In the earlier part of the year, English, Maths and Reasoning skills are honed in lessons and through homework. The girls will become familiar with Atom Learning, an online platform for exam preparation and will continue to build up the knowledge and skills they need for success in exams.

In the Summer Term of Year 5, girls have a timetabled 'Exam Preparation' weekly double lesson. This is used by the Maths and English teachers to provide focused and carefully tailored exam preparation activities for the girls. These are planned based on the particular exams each girl will be sitting.

Teachers will provide tailored holiday work packs throughout the year to support the girls with their exam preparation. This includes a comprehensive pack of written and online work for the girls over the Summer holidays before Year 6.

Teaching staff are always available to meet and discuss Senior School options throughout the year. Contact them by email to make an appointment. Mrs Lawrance welcomes discussions with families about senior school choices.

There are further opportunities to discus Senior School Transition at the Year 5 Parents Evenings and the Senior School Transition Meeting in the Spring Term.

Throughout the year, it's really important to keep the girls calm about exams. We have a huge amount of experience and you are in safe hands. Keeping the girls as stress-free as possible will give them the best chance of success. If you have any concerns or worries, please talk to us rather than your daughters. We are here to help.

Early bedtimes, exercise, fresh air and healthy foods will all help your girls. Be mindful of how many extracurricular activities they take on so that they don't burn out. Make homework a priority and let us know if you feel your daughter if struggling.

Trips and Visits

The girls' main trip will be a residential trip in the Summer Term, usually to the UKSA (UK Sailing Academy) in Cowes on the Isle of Wight. This is a fantastic opportunity for the girls to learn new skills, challenge themselves and make incredible memories with their friends. More information will be circulated in the Autumn Term.

The girls may take part in other trips or visits during the year, linked to the curriculum, and details will be provided in advance, including any associated costs.

Homework

Homework is set every day and is usually to be handed in the following morning. Homework diaries will be issued at the start of the year and homework tasks should be written in, including all relevant detail. Dates should be filled in and deadlines for homework should be noted. Please monitor your daughter's homework diary to ensure that it is being filled in correctly and sign it each week. Girls can earn House Points for neatly filled in and signed diaries.

The girls will have two English homework tasks, two Maths homework task and one Science each week. They may also be given additional weekend homework in other subjects (such as History or Geography). Girls should spend approximately 45 minutes to an hour on each homework task. If your daughter is really struggling and spending a significantly longer amount of time on their homework, please encourage them to stop after the allotted time and let their teacher know.

In addition, girls should aim to read for at least 15 minutes each evening - aloud to an adult as often as possible.

Assessment and Reporting

In addition to the continuous daily guidance and feedback that the girls receive, there are various opportunities throughout the year for you to talk about your daughter's work and discuss her progress. In the second half of the Autumn and Spring terms you will receive a grade and target sheet which gives you an indication of your daughter's strengths and any areas for development. In the Summer term you will receive a full written report covering your daughter's progress and achievements throughout the whole year.

A range of standardised tests are completed throughout the year. A letter will be issued in the Autumn and Spring Terms detailing these scores. 'End of unit' and other informal assessments may be set in various subjects throughout the year.

Parents' evenings take place in the second half of the Autumn term and second half of the Spring term, where you will have the chance to discuss your daughter's work and progress. If you wish to discuss any aspect of your daughter's work at any other point during the year, please email or contact the form tutor or subject teacher directly to arrange a meeting.



Sports Fixtures

Throughout the year, matches are organised against local schools in a number of sports. If your daughter is taking part in a fixture, you will be notified by email and timings and collection arrangements will be explained. Fixtures usually take place on the afternoon of the Year 5 games lessons, but occasionally may fall on other days.

Occasionally, girls are invited to all-day tournaments.



Class Information

Year 6



Form Teachers

6C Form Teacher

Mrs Sarah Condren - condrens@granvilleschool.org

6HM Form Teachers

Mrs Leah Harrington - harringtonl@granvilleschool.org Mrs Fiona Mackenzie - mackenzief@granvilleschool.org

Year 6 Afternoon Pick-Up

Pick up time is 4.00pm. There is no vehicle access at pick-up and all children must be collected on foot.

Enter the school grounds via the pedestrian entrance by the White Gate and wait there, inside the gates. A teacher will bring the class to the gate for pick up.

If your daughter is staying for Waiting or After School Care, please see below.

If someone else is collecting your child, or they have a play date, please let their form teacher or the school office know in advance.

After School Care

If you would like your child to stay beyond 4.00pm, they can attend After School Care (ASC).

Children in Years 3-6 booked into ASC will attend Prep first until 4.30pm and then go to ASC. If they are booked into an after school activity, they can do that first and then go to ASC once the activity has finished.

Please note there is no charge for Prep. After 4.30pm ASC charges apply.



Uniform

For Year 6, there is a winter and summer uniform and these should not be mixed up.

Autumn Term - either uniform until half term and then winter uniform only Spring Term - winter uniform
Summer Term - either uniform until half term then summer uniform only

Winter and Summer Uniform

Throughout the year the girls will need:

- Blue blazer (to be worn to school every day)
- Blue cardigan
- Blue hair clips/ribbons/bands
- Navy or black lace-up/bar shoes (no thick soles or heels)

In addition, for the winter uniform:

- Navy waterproof coat
- School hat
- School scarf
- School gloves
- Plaid skirt
- Long navy socks or tights
- White blouse with blue trim

For the summer uniform:

- House cap*
- Summer dress
- Short plain white socks
- Lightweight waterproof rain coat













PE kit

Girls will need:

- Blue cycling shorts
- White PE shirt
- Navy tracksuit trousers with white piping
- Navy fleece*
- Blue shorts
- Velcro/lace up trainers
- Short plain white socks
- Long blue PE socks
- White Granville skin player layer
- Mouthguard (Spring Term only OPRO fitting offered in November)
- Blue ballet leotard (for those continuing ballet)
- Unblocked ballet shoes (for those continuing ballet)
- Royal blue swimming costume
- Named towel
- Goggles (optional)
- House swimming cap
- House t-shirt
- House cap

Please note that on days when girls have PE/Games, they should come to school in their PE Kit as they do not change in school.

Other items

- Own rucksack
- Blue PE bag
- PE Holdall
- Drawstring swimming bag
- Painting apron with sleeves
- Named water bottle





Stationery

Please ensure all items are named:

- Pencil case ideally no more than 1
- Fountain pen and blue ink cartridges or 2 handwriting pens (e.g. Berol or Frixion)
- HB pencil, either traditional or propelling
- 2-3 different coloured pens for marking (e.g. red or green handwriting pen)
- Glue stick white or clear glue
- Scissors
- Eraser
- Pencil sharpener
- Small set of colouring pencils
- 2 x highlighter pens
- Small set of felt pens or fine liners (NOT Sharpies)
- 1 A4 ring binder for Maths
- 1 pack of 5 file dividers
- 30cm ruler marked in cm and mm
- Calculator
- Compass (with protected end)
- Semi-circular protractor, preferably without missing centre
- Age-appropriate dictionary and thesaurus (must be English spellings)



Year 6 Teaching Staff

English - Mrs Sladdin & Mrs Duggan

Maths - Mrs Alexander & Mrs Harrington

Science - Mrs Bridge

History - Mrs Condren

Geography- Mrs Mackenzie

RE - Mrs Allen

PSHCE - Mrs Condren or Mrs Mackenzie

Reasoning - Mrs Palmer

French - Mrs Condren

Computing - Miss Barrow

Music - Mr Granger

Art/DT - Mrs Harrison

Drama - Mrs Williams

PE/Games - Miss Rendle & Mrs Hipgrave

Swimming (Summer Term only) - Mr Jaques

Ballet - Miss Wilson

Ballet

In Year 6, ballet is optional. For those girls continuing with Ballet, they take place on a Friday, outside of lesson time.

Year 6 study the Standard 4 and the Silver Performance Award of the Imperial Society of Teachers of Dancing Cecchetti classical ballet examination syllabus.

Girls have the opportunity to take exams at the end of year, for which a fee is payable.

LAMDA

LAMDA remains optional in Year 6. For girls opting into lessons, they take place either before or after school, or during breaktimes. A timetable is published by Mrs Williams at the start of each term.

If you would like your daughter to have LAMDA lessons, please contact Mrs Williams - williamsr@granvilleschool.org



Homework

The homework requirement is demanding, but it is a vital part of the planning for academic success.

English - 2 x 1 hour Maths - 2 x 1 hour

Science - 1 x 45 min - 1 hour

Weekend work will be set as and when required and other subjects take up the homework time on occasions after the exams.

Homework and its organisation is often a challenge but we expect the girls to take home and return the correct homework. Lessons are often connected to the work done at home, particularly in the preparation for the exams, so bringing it in later will cause problems both for the individual concerned and the group. Missing books or homework not done or not finished delay and disrupt the lesson for all.

If your daughter has done the time allotted for the homework but is struggling, please write a message on a post-it note on the work or a written note to be handed in to the teacher.

If work is forgotten or missed more than once, extra work will be set and we ask you to support us in this. The discipline and organisation learned is a major factor in developing the mature work ethic necessary for exam success and a smooth transfer to senior school life.

Assessment and Reporting

There is regular practice of exam papers from a range of schools from September onwards. These will be directed to the girls' specific circumstances and the exams that they are sitting.

These are done in class, for homework and regularly under exam conditions.

All other assessments are informal and part of class work.

Work is generally assessed with its purpose in mind; hence every mistake is not always corrected.

When advising parents on the choice of senior school, our assessment includes the following:

- The range of scores achieved in formal standardised testing up to the end of Year 5.
- The performance in informal testing and exam practice papers.
- The work in core subjects in the classroom.
- The carefully considered views of all the teachers of core subjects in Class 5 and 6.

October: Parents will have the opportunity to discuss Senior School transition and progress in English and Maths.

December: A grade sheet with a summary comment from the core subject teachers following the Parents' Meeting comments in October.

March: A second grade sheet.

July: A full report.



Senior School Exam Preparation

With Year 6 comes the challenge of senior school exams. By the time girls return in September, they will already have done a huge amount of preparation for exams. This will continue in the Autumn Term as work becomes even more focused and for those girls sitting independent school exams and ISEB Pre-Tests, they become extremely familiar with the exam format and requirements.

For those girls invited to individual or group interviews, practice and coaching for this will take place at school. For girls sitting scholarship exams, tailored provision and coaching will be provided.

Teachers will continue to provide tailored holiday work packs for Half Term in October and over the Christmas holidays for those girls with exams still to take.

Teaching staff are always available to meet and discuss Senior School options throughout the year. Contact them by email to make an appointment.

As in Year 5, it is vital to keep the girls as calm as possible about exams. We have a huge amount of experience and you are in safe hands. Keeping the girls as stress-free as possible will give them the best chance of success. If you have any concerns or worries, please talk to us rather than your daughters. We are here to help.

Early bedtimes, exercise, fresh air and healthy foods will all help your girls. Be mindful of how many extracurricular activities they take on so that they don't burn out. Make homework a priority and let us know if you feel your daughter if struggling.



Supporting your child

This is a challenging year; you need to help your daughter identify the priorities. Exam success depends on work being completed and undertaken with care. The organisation of homework is vital. Your daughter should be encouraged to take responsibility for her work and for her mistakes. In this way, she will develop the necessary resilience to handle a challenging exam at an unfamiliar school and be prepared for the challenges of a much larger and complex environment in the following year.

By all means help or guide your child with their homework, but do not do it for them. It is important that your child understands that it is quite normal to get questions wrong in the teaching process. Your interest and support is vital, however. Make sure that each piece of work is shown and explained to you.

Limit the number of outside activities to manageable levels and remind your daughter that schoolwork takes priority. Also allow time for relaxation.

Encourage personal reading and allow your child to take responsibility for real life activities, cooking, buying train tickets, reading instructions. These activities help the development of problem-solving and managing the unfamiliar.

Avoid term time holidays.

Be calm about the exams. No Granville pupil has ever reached July without a place at a good school.

Maintain a balanced outlook about the friendship issues which inevitably arise. Help your daughter to do the same. At this stage, particularly after the exams, the children often 're-group' and this sometimes causes sadness and friction but is quite normal. We are here to help if these issues do arise so please let us know of anything that is concerning you, and we will do the same.

Trips and Visits

The main Year 6 trip is a residential visit to France in the Summer Term. Although this hasn't been possible for the past couple of years due to Covid, we very much hope to reinstate it this year.

Following their exams, the girls will take part in a number of trips and special events, details of which will be published nearer the time but may include a theme park visit, first aid course or theatre trip.

The girls may take part in other trips or visits during the year, linked to the curriculum, and details will be provided in advance, including any associated costs.



Year 6 Play

In the Summer Term, all Year 6 girls perform in a spectacular production to mark the end of their time at The Granville. Rehearsals begin in the Spring Term and include after school sessions on a Friday. Further details will be provided nearer the time.

Year 6 Leavers' Programme

Once exams are over, usually by the end of January, the Year 6 girls embark on their Leavers' Programme. Teaching continues to be rigorous and challenging. Girls have the opportunity to tackle topics often taught as far ahead as Year 8 or 9.

In addition to the core curriculum, girls will take part in a range of trips and visits, continue to develop their prefect roles and responsibilities and have opportunities to develop independent learning skills in preparation for senior school.

We have a programme of traditions and rites of passage that support the girls as they prepare to leave The Granville for their next educational adventure.







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