



Parent Handbook

2025-2026

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Welcome to The Granville School

The Granville School is a non-selective day school and has approximately 210 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. Mrs Louise Lawrance has been the Headmistress since 2018 and 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:



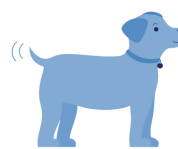
**Team Spirit and
Making a Positive
Contribution**



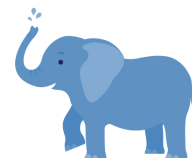
**Integrity and
Honesty**



**Courage and
Perseverance**



**Tolerance and
Being Kind**



**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 (our parent association, known as FOG) plays an invaluable role as a link between the school and parents.





Section 1 | Contact and Communication

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: 07825 632 128.

Email

The school usually communicates to parents via email and parents are encouraged to check their inboxes regularly. Staff may take up to 48 working 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 or time sensitive 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 .

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. Weekly menus and the dates ahead are published here.



Section 1 | Contact and Communication

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 term time extra-curricular activities (not including wraparound care which is booked on Kids Club HQ).

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 Deborah Moore on datamanager@granvilleschool.org.

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. Please note that it is a live document and will be updated if any events are changed, cancelled or added throughout the year. We ask you to check the calendar regularly as you will not be notified of any changes if you sync it to your own device.

Kids Club HQ

Kids Club HQ is the booking and payment system used for Wraparound Care and Holiday Camps. Click [here](#) to book via Kids Club HQ.

SchoolCloud

SchoolCloud is the booking system used for parents evenings. Our remote parents evenings take place on this portal and all parents' evening bookings (remote or face to face) are booked here. Click [here](#) to book via SchoolCloud.

Section 1 | Contact and Communication

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.

Social Media

The Granville has accounts on Facebook and Instagram and uses these to share information about school life with both current and prospective parents. We also have an alumni Facebook group.

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



[@granville.school](https://www.instagram.com/granville.school)



[Granville School](https://www.facebook.com/GranvilleSchool)

Section 2 | Day to Day Arrangements

Timetable for the School Day

	Years 3-6	Years 1-2	Reception	Pre-School Foxes & Hedgehogs	Pre-School Squirrels
School Gates Open	8:25am	8:25am	8:25am		
Arrival Window	8.25am to 8.45am	8.25am to 8.45am	8.25am to 8.45am	8.25am to 8:45am	8.25am to 8:45am
Assembly	8:50am	8:50am	8:50am		
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	12:00 noon	12:00 noon	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	Y3-4 3:50pm Y5-6 3:55pm	3:20pm	3:00pm	1.00pm or 3:00pm	1.00pm or 3:00pm

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

Section 2 | Day to Day Arrangements

The Extended Day

Breakfast Club (Dining Hall)	7:30am - 8:30am
Before School Clubs and Activities	8:00am - 8:30am* (Y1-6)
Waiting	3:00pm - 3:50pm (PS & Rec) 3:20pm - 3:50pm (Y1-2)
After School Clubs and Activities	3:00pm - 3:30pm (PS & Rec) 3:20pm - 4:00pm (Y1-2) 4:00pm - 4:30pm** (Y3-6)
Supervised Prep	3:50pm - 4:30pm (Y3-6)
After School Care (Dining Hall)	4:00pm - 6.00pm (Pre-School - Y2) 4:30pm - 6.00pm (Y3-6)***

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

**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.



Section 2 | Day to Day Arrangements

Arrival and Departure from School

In order to ensure the safety of our pupils, it is essential the guidelines for dropping off and picking up children is adhered to.

- School opens at 8.25am. Pupils should not arrive before this unless they have a before-school club or activity (including Breakfast Club).
- Pedestrians should keep to the designated pavements and crossing areas by the Tower and on the drive. Pupils should not walk on the drive under any circumstances.
- Children enter the Main Building through the Tower door.
- Parents and visitors enter through the front door and must sign in with the School Office.
- Drivers must not use their mobile phones while driving on the school site and adhere to the speed limit, which is 5mph.
- 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 notify the form teacher via email, giving specific dates and arrangements.

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.

Cars dropping children off should pause only to let them out. There is a limited stopping zone where parents 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.

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.

Section 2 | Day to Day Arrangements

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 8:25am and 8:45am
- Drive through and stop at the appropriate signposted drop-off point
- Pre-School parents only may park in the designated areas
- 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 8:25am will be taken to Breakfast Club and a charge may be incurred.

If your daughter arrives late, please take her directly to the School Office to register her.

Breakfast Club and Before School Clubs and Activities	7:30am - 8:30am	Breakfast Club; drop off at the Dining Hall. Clubs: drop Off at the Tower Building.
Pre-School	8:25am - 8:45am	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 8.45am.
Reception - Year 2	8:25am - 8:45am	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 3 - 6	8:25am - 8:45am	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.

Section 2 | Day to Day Arrangements

Collection

The school site is not open to cars at pick-up times, other than for Pre-School and Reception and after 4.30pm for Clubs and 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	1.00pm or 3.00pm	Park on drive and collect from classroom.
Reception	3:00pm	Drive or walk in and collect at designated pick-up point outside Dining Hall.
Years 1- 2	3:20pm	Children brought to White Gate by teacher for collection.
Years 3-4	3:50pm	Children brought to White Gate by teacher for collection.
Years 5-6	3:55pm	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 Reception classroom. For collection at 3.50pm, a member of ASC staff will bring children to the White Gate for collection.
After School Clubs	From 3.00pm	For Pre-School & Reception clubs finishing at 3.30pm, parents may drive through and collect from the pick up point before the lay-by. For other clubs finishing before 4.30pm, pupils will be brought to White Gate by the member of staff running the club. For clubs finishing at or after 4.30pm, pupils should be collected from the pick-up point outside the Dining Hall where they will wait with the member of staff running the club. Girls can also be collected on foot from the same collection point.
After School Care	Up to 6pm	Before 4.30pm, collect on foot, entering via pedestrian entrance and walking to Dining Hall. After 4.30pm, drive in via Blue Gate and park outside Dining Room in lay-by for pick up.

Importance of the Driveway Policy

In order to ensure the safety of our children, it is essential that EVERYONE follows these procedures and policy at all times.



Section 2 | Day to Day Arrangements

School Rules

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

General

- The children are expected to always walk quietly when in any school building
- They walk up and down the stairs on the right
- During the school day, pupils should always cross the drive at a marked crossing
- 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 by Year 6 girls who travel 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 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



Section 2 | Day to Day Arrangements

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.



Section 3 | Academic Life

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 broadly follows the National Curriculum and also covers the additional requirements for the senior school examinations pupils 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.

Pupils, both boys and girls, begin their Pre-School journey in Squirrels class when they have turned 3. They then transition to Foxes or Hedgehogs class when they are ready, usually around the age of 4.

After Pre-School, our boys transition to local state and independent schools for Reception. Most of our Pre-School girls move up into Reception at The Granville. From Reception, The Granville only takes girls.

In Reception to Year 2, class size is capped at 24 and Year 3 is capped at 20. Years 4 to 6 are capped at 16. Each class has a Form Tutor and the younger years have a dedicated Teaching Assistant(s).

Once a class reaches its maximum size, the class may 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.



Section 3 | Academic Life

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 the following: Standardised testing in English, Maths and reasoning, Read Write Inc assessments in Phonics, end of unit tests, mock examinations for 11+ and senior school exams.

Please see the relevant Curriculum Guide for further details. This is distributed in September.

Good Works

Work which is considered to show outstanding individual achievement can be awarded a Good Work and is shown to the Headmistress. 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.



Section 3 | Academic Life

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 term, a summary of this journal is made available to parents for them to download. Parents can purchase a printed copy of the full year's journal directly from Tapestry.

Written reports are provided at the end of the Summer Term for all pupils, from Pre-School Red to Year 6. 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 Pre-School – Year 6 and in the Spring Term for Pre-School – Year 5. For Year 1 to Year 6, the grade sheets are discussed at these meetings.


All Pre-School meetings take place face-to-face. Bookings are made on a sign-up sheet or by email. From Reception onwards, we offer the choice of a face-to-face or online meeting. All bookings are made through SchoolCloud.

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 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 to reiterate the procedure for entrance into senior school at age 11.
- Pre-School coffee mornings are held each term for both current and new parents. This is a fantastic opportunity for parents to meet each other to learn more about the Pre-School curriculum, phonics etc...

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



Section 3 | Academic Life

Peripatetic Lessons

From Year 2 individual music lessons are currently offered in piano, violin, cello, flute, clarinet, oboe, guitar, drums, singing, recorder, brass and saxophone. Some instruments may be taught from Reception.

Group lessons are also offered in string quartet, music theory and LAMDA. Ballet is offered as a class lesson from Pre-School Yellow to Year 3 and is then in an optional club from Year 4. Ballet lessons for Years 4-6 take place before school or at lunchtime. Extra fees are charged for these lessons which are outlined on the fees list on the school website.


Please see current fees sheet for costs of these lessons.

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.



Section 3 | Academic Life

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 will 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 and forms will be sent to parents requesting consent for your 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.



Section 3 | Academic Life

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 Kent 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.

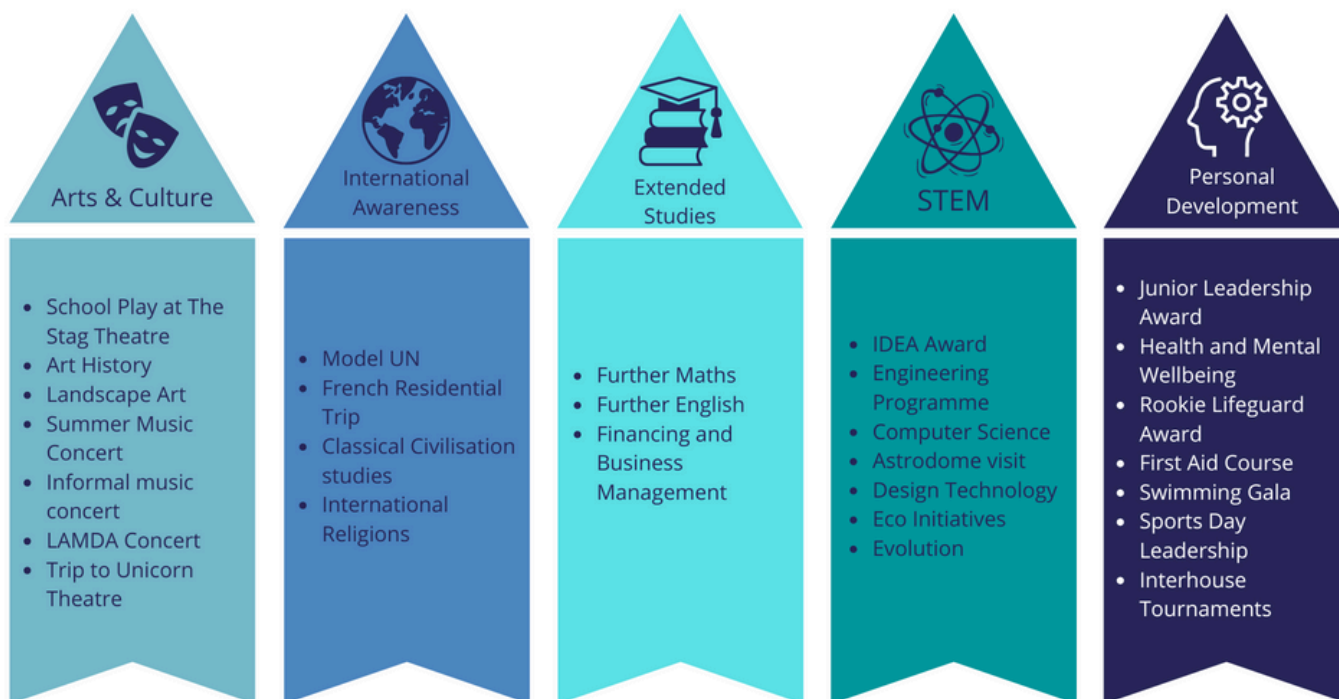
Our last ISI inspection was in May 2025 when we were judged fully compliant in all areas.

Section 3 | Academic Life

Granville Graduate Programme

After the Year 6 girls finish their senior school exams, they begin the Granville Graduate Programme (GGP)

The Granville Graduate Programme (GGP) combines 5 strands of learning to create a robust and challenging programme of study that will enrich and extend the Year 6 girls' learning and prepare them for their transition to secondary school.



Each strand covers a number of activities and projects, many of which cross multiple strands and will be taught by multiple subject specialists. The GGP takes place over the Spring and Summer Terms with a final diploma awarded to pupils on completion of the programme.

Granville Graduate Programme



Section 3 | Academic Life

Games and PE - Fixtures and Team Selection

We are fortunate that sport has a high profile at The Granville, and girls achieve a great deal of satisfaction from participation in the many PE lessons, clubs, inter-house events and fixtures on offer. They enjoy a wide variety and range of activities and sports which widens their exposure and prepares them for their transfer to secondary school. It is our objective to provide quality PE and Games opportunities both within and outside of curriculum time which consider the needs and interests of all our pupils and promotes positive attitudes towards participation.

We select as many teams as possible at different levels and in a wide variety of sports. In most year groups, we have a greater number of girls than other independent schools, and this means that there are opportunities for all our girls to play against other schools on a regular basis.

It is policy to select the strongest girls for 'A' team matches, as they will be competing against the top performers from other schools. For school fixtures, girls will be selected from the relevant year group only, but for some tournaments or regional qualifying events, for example cross country, the strongest team may be selected, regardless of age.

Every season, a fresh assessment is made of a child's ability and potential. Girls who display the necessary high level of skill will always be given a chance to play in the 'A' team. We try to tread the fine path between encouraging excellence and giving opportunities for all. We will give everyone a chance to represent the school at some point in the year at the appropriate level.

Much discussion takes place about who to select for particular teams and detailed spreadsheets are kept so that it is possible to track progress, which is particularly useful when considering girls for swimming, athletics and cross-country teams.

We play far more matches in netball than other sports, so this is where the girls are likely to enjoy the most opportunity to play against other schools. In hockey, netball, cross-country, swimming, athletics and cricket, opportunities to participate in inter-school events increase with age as these sports require an additional level of skill.

Team selection and management are the prerogative of the team coach, and we would ask that parents support the coaches in the decisions that they make, and resist the temptation to try and influence selection as this makes the job very difficult. It is vital that the coach is able to make selections even-handedly and independently of parental ambition, wishes or judgement. Usually, the girls are aware of the 'strength' of team required, and understand why certain players are selected or not. They understand the need for 'turns', and we encourage them to be supportive of one another, enjoying the opportunity to compete in match situations in lessons and inter-house events on a regular basis within the Games programme.

Selection is an emotive issue, and some disappointments are inevitable. We look forward to another happy year of sport, and hope that you will support your child's involvement at whatever level.



Section 3 | Academic Life

Games and PE - Spectators

As an IAPS school, we adhere to the Code of Practice issued by this organisation pertaining to Sport and Coaching. We ask for your co-operation in following this code, particularly when spectating, as it represents good practice and prevents unpleasant situations that can cause embarrassment for the school and individuals concerned. A copy of this code of conduct can be found below.

IAPS Code of Conduct for Spectators

Our school is a member of IAPS, the Independent Association of Prep Schools.

The IAPS annual sports programme offers a range of team and individual events for children who attend IAPS schools. The children are able to compete in a fun, safe and competitive environment. All organisers and qualified officials are passionate volunteers, who help us to deliver the events in line with National Governing Body rules and regulations.

Where permitted, we are delighted to welcome spectators to attend IAPS events to support the children. Our agreed code of conduct highlights IAPS's expectations of spectators, to ensure that all events are enjoyable and fair for the children involved, and we hope you would support us by reading and applying the following code;

1. Be a positive role model and lead by example; children are involved in sport for their enjoyment and without undue spectator pressure.
2. Encourage children to play by the rules.
3. Respect the officials and their decisions at all times.
4. Respect the coaches and their decisions. They give their time, energy and experience to coach your children.
5. Verbal or indeed physical abuse towards players, officials and fellow spectators will not be tolerated.
6. Be friendly and respectful to the opposition.
7. Teach children that effort and teamwork are as important as victory so that the result of each game is accepted without undue disappointment.
8. Turn defeat into victory by helping children work towards skill improvement and a positive sporting attitude.
9. Be aware that IAPS events have comprehensive safeguarding policies and procedures, available on our website: <https://sport.iaps.uk/safeguarding>
10. Relax and enjoy the event.



Section 3 | Academic Life

Games and PE - Swimming

Swimming forms an important part of our curriculum and extra-curricular offering at The Granville.

Swimming sessions are led by our swimming coaches Mrs Fiona Lesson and Mrs Alex Harrison.

Curriculum Swimming Lessons

Pre-School Foxes and Hedgehogs swim all year round, on-site in our own pool

Reception to Year 2 swim all year round, on-site in our own pool

Year 3 and Year 4 swim every other week on a Wednesday at Sevenoaks Leisure Centre all year round on a rotation

Year 5 and Year 6 swim every other week on a Thursday at Sevenoaks Leisure Centre all year round on a rotation

Swimming Squad Training

Year 2 Swim Squad train once a week at The Granville before school

Year 3 (after Easter only) – Year 6 Swim Squad train once a week on a Wednesday before school at Sevenoaks Leisure Centre

Year 2 to Year 3 Swim Squad Selection Criteria


- Be able to swim front crawl with a continuous kick and maintain a regular breathing pattern
- Be able to swim breaststroke with turned out feet – be working towards the correct timing (pull, breathe, kick glide)
- Be able to swim backstroke with a good body position / a continuous kick and an alternating arm action
- Be able to complete a length of the Granville pool using a dolphin kick
- All swimmers assessed at the beginning of the year on the above criteria and timed on each stroke (2 lengths of Granville pool or 1 length of the Leisure Centre pool)
- We will look at technique and times and the fastest swimmers with good technique will be invited to swim squad

Year 3 Gala Selection

- Selection is based on fastest times, good strokes and consistent attendance

For Year 3 Moving to Year 4 Swim Squad Selection Criteria

- Front Crawl: Be able to maintain a continuous kick and be able to breathe regularly throughout the stroke
- Backstroke: Be able to maintain a continuous kick, good arm action and good body & head position
- Breaststroke: Be able to kick with turned out feet, good arm action and be close to mastering the timing
- Butterfly: Be able to kick 15m on front or back and swim 5m with an over arm action
- Timed swims: 8/10 spaces available to swimmers with fastest times and good technique
- Fastest 8/10 swimmers with good attendance will be invited to attend galas



Section 3 | Academic Life

Games and PE - Swimming

Year 4 to 6 Swim Squad Selection Criteria

- Regular attendance in previous year (if applicable)
- Assessed at the beginning of term on all strokes and timed
- Must have good technique for front crawl, backstroke and breaststroke
- Be able to swim 15m + butterfly with an over arm recovery
- Fastest 8/10 swimmers will be invited to attend

Swim squads will remain the same unless the swimmers do not attend.

New pupils will be given the opportunity to trial for the squads when they join the school.

Existing pupils who make very good progress in the class lessons will also have a chance to trial if they meet criteria.



Section 3 | Academic Life

Games and PE - Swimming

Confidence to Swim Sessions

We are delighted to offer 'Confidence to Swim' sessions for Reception and above once a week at The Granville's on-site pool, before school.

The Swimming sessions are to improve water confidence and to develop all four swimming strokes. The groups are small as these smaller group sizes allow more individual attention than is possible in their timetabled swimming lessons.

Your daughter may be invited to join these sessions or you can request to join by emailing Miss Rendle.

Swimming is part of our curriculum at school. If your child is well enough to attend school then they should be swimming. There are situations where this is not be possible, an email must be sent to Miss Rendle before the start of school with a reason why your child is unable to swim. If your child is unable to swim then they are also unable to participate in PE/Games and fixtures that day.



Section 4 | Pastoral Care and Wellbeing

Wellbeing

Wellbeing is of the utmost importance at The Granville. The world we live in presents many challenges to all members of society, young and old. It is our aim to support and nurture our pupils ensuring their wellbeing is a priority at all times.

Wellbeing is woven into everything we do. Some examples include:

- Small class sizes with expert pastoral care
- PHSCE (Personal, Health, Social, Citizen and Economic Education) and RSE (Relationship and Sex Education)
- Positive Education (see below)
- Availability of a school counsellor
- Mindfulness Clubs
- Teddie, the school dog (see below)

Positive Education

Pupils' well-being is a key feature of Pastoral Care at The Granville. With increasing mental health issues in primary age pupils being reported nationwide, we have adapted our curriculum and introduced weekly Positive Education lessons from Reception to Year 6.

Positive Education is about empowering each individual to explore their own strengths to lead richer and fuller lives. The Positive Education programme is a fully researched well-being programme, developed over a 20-year period by leading psychologists. It challenges the traditional mental health and wellbeing disease model, which focuses primarily on what was 'wrong' with someone.

The aim of these lessons is to ensure that child flourishes, not just academically but socially and emotionally. Research shows that for this to happen, there are six domains that need to be nurtured. These are:

- positive relationships
- positive emotions
- positive health
- positive engagement
- positive accomplishment
- positive purpose

Alongside these six domains is the focus on character strengths. Pupils are encouraged to spot character strengths both in themselves and in their peers, in order to make the most of their strengths and build awareness of any weaknesses. It is worth noting that Positive Education is not about being positive the whole time! It is about acknowledging all feelings, including negative feelings, situations and emotions and learning how to deal with them so that they can confidently face challenges and deal with strong, less pleasant emotions such as jealousy or anger.

Section 4 | Pastoral Care and Wellbeing

Teddie

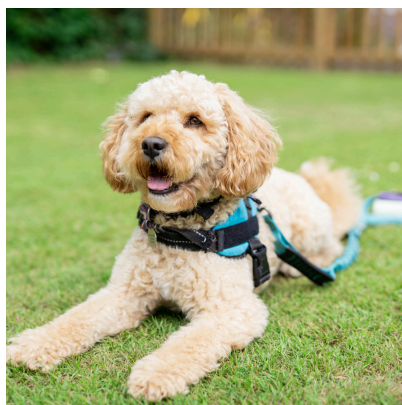
Teddie is our school dog and beloved member of the school community.

Teddie is a Cavapoochon and he loves children. He is kind and gentle but is a working dog. He is in school every day and when he's not here, he lives with Mrs Lawrance and her family. Teddie is a non-shedding breed which means he can be with people who have allergies.

There are many benefits to having a school dog:

- **Reducing anxiety** - pupils may find it easier to talk to Teddie than to an adult if they have a worry. Stroking and cuddling Teddie is also very relaxing.
- **Teaching empathy** - by learning to care for Teddie, pupils learn empathy and compassion. Everyone learns how to interact safely and kindly with him and our Year 6 pupils even take him for walks.
- **Increasing confidence** - if pupils are nervous to come to school or are finding a particular lesson difficult, teddie can be a companion to help them feel more confident and at ease

Teddie is not only a positive influence on our pupils. The staff love him too!





Section 4 | Pastoral Care and Wellbeing

Reward Systems

There are 3 main elements to the reward system at The Granville.

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.

House Points

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.

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. The house point tokens are collected and counted by the House Captains on a regular basis. The winning house is announced in whole school assembly at the end of each term. Members of the winning house are allowed to wear their own clothes on a specified date as their reward.



Section 4 | Pastoral Care and Wellbeing

Value Points

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.

On a Monday, a value is chosen which is the focus for the week. The children who have the most value points over the week receive a certificate and their names are published in the newsletter. Additionally, they enjoy a special breaktime with Mrs Lawrance and the school dog, Teddie.

In addition, at the end of each half term, pupils can collect a house point for every value point they have earned.

Misbehaviour

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.

Section 4 | Pastoral Care and Wellbeing

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 activities.
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 and dog-walking duties with Teddie.

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 are elected from Year 2 upwards to represent their year group on the School Council for the whole of the academic year. Meetings are held regularly to discuss ideas and concerns of 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 4 | Pastoral Care and Wellbeing

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.



Section 4 | Pastoral Care and Wellbeing

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:

- 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, fixtures etc.

If there are any concerns, 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 may 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.

Friendships and Falling Out

If your child is struggling with a friendship issue, whether in school or out of school, please contact your child's form teacher in the first instance. Avoid the temptation to tackle it yourself with the other family involved. In most instances, we can help to resolve the issue quickly.



Section 5 | Clubs, Wraparound Care and Holiday Camps

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 should be booked by parents, in advance, via Kids Club HQ. You can book at any time for as many sessions as you like. However, we will accommodate last-minute or emergency bookings if needed.

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 members of The Granville's staff and is free of charge. This should be booked by parents, in advance, via Kids Club HQ.

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, biscuits and a drink

The charge for this facility will be added to your termly bill. This should be booked by parents, in advance, via Kids Club HQ. You can book at any time for as many sessions as you like. However, we will accommodate last-minute or emergency bookings if needed.

Costs are as follows: Until 5pm - £8.50, until 6pm - £16.50.

The contact number for After School Care is: 07825 632 128



Section 5 | Clubs, Wraparound Care and Holiday Camps

Before, During and After School Clubs

Several before, during and after school extra-curricular activities are provided all pupils.

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 incur a charge e.g. Boxing, Jujitsu. Some other activities/clubs take place during breaks or assembly.

Holiday Camps

We are very pleased to offer a large number of holiday camps for our pupils throughout the year.

Little Doves (Pre-School to Reception)

Little Doves is our holiday-time provision for pupils in Pre-School and Reception. It runs every weekday throughout the holidays (excluding Bank Holidays) from 9am to 4pm.

Base Camp and Specialist Camps (Year 1 - Year 6)

Holiday Camp provision is available for all girls in Years 1-6 in every school holiday, including half terms. Base Camp, a multi-activity camp, runs every day. We also offer a range of specialist camps run by both our own Granville staff and some of our regular external providers. Previous camps have included Music Camp, Sewing Camp, Multi-Activity Camp, Swimming, Jujitsu and Gymnastics.

Details of the camps are sent to parents well in advance of the holiday and booking and payment is made through Kids Club HQ. Timings and prices vary between camps and information is made available to parents at time of booking.



Section 6 | Uniform and Equipment

Uniform

All pupils are expected to wear smart, regulation school uniform and each item should be individually marked with your child's name.

New uniform items can be purchased from:

Horncastles, 66 High Street, Sevenoaks, Kent TN13 1JR
(01732 453574)
<https://www.horncastles.co.uk>

Second-hand uniform can be purchased from:

FOG School Shop

The shop is located in The Gatehouse building at The Granville School. Shop opening hours will be advertised via class reps and the newsletter.

Ballet kit

Blue ballet leotards can be purchased from Horncastles.

Other items including shoes and skirts can be bought from specialist dance shops e.g. The Dancing Boutique in Tunbridge Wells or direct from Chelsea Ballet School online.

Shoes & Trainers

Shoes should be navy or black **and not slip on**. They should only have a low heel.

Please remember that the girls will be playing, running and climbing in these shoes.

All pupils require sports trainers, not fashion trainers for PE & Games. No flashing trainers please.

Earrings and Jewellery

As a general rule, jewellery is not permitted to be worn apart from stud earrings.

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 PE lessons; 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. **Please note that for fixtures, taped earrings are not permitted.**

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.

Section 6 | Uniform and Equipment

Pre-School Uniform

In Pre-School, children wear The Granville Pre-School uniform every day.

Throughout the year, all children will need:

- Early Years royal blue sweatshirt
- Early Years royal blue joggers
- White polo shirt with royal blue trim
- Velcro trainers with no sparkles/lights
- Own coat throughout the year

In addition, in winter they will need:

- Own hat, mittens and scarf

In the summer they will need:

- Short plain white socks
- Early Years cotton blue shorts can be worn in place of the joggers

For Outdoor or Forest School lessons they will need:

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

Other items needed are:

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

For **Pre-School Foxes & Hedgehogs only**, they will also need:

- Unblocked leather ballet shoes with elastic
- Swimming Kit
 - Swimming costume, towel and swimming hat
 - Goggles (optional)
 - All swimming items should be named and brought in a named bag

Please ensure all uniforms are clearly named.

Please note that Pre-School girls no longer wear the blue plaid tunic or the summer dress.



Section 6 | Uniform and Equipment

Reception 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

Please note, as the girls wear PE kit all day on days with PE lessons, we recommend you buy more PE kit than dresses.

Please ensure all uniform items are named.

Winter and Summer Uniform

Throughout the year the girls will need:

- Blue blazer
- Navy 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:

- Blue waterproof coat
- School hat
- School scarf
- Gloves/mittens
- Plaid pinafore
- Long navy socks or tights
- White blouse with blue trim and frilled cuff

For the summer uniform:

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



Section 6 | Uniform and Equipment

Reception 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
- House swimming cap
- House t-shirt (for Sports Day in Summer Term)
- House cap
- Unblocked leather ballet shoes
- White ballet skirt
- Please note: 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.

Reception Forest School Kit

Some additional kit is required for Forest School:

- Welly boots
- Navy waterproof trousers
- Hat (school winter hat is ideal)
- Gloves (waterproof)
- School Coat (winter coat or waterproof coat)

Other items for Reception

- Large school rucksack
- Drawstring swimming bag
- Painting apron with sleeves
- Named water bottle
- Spare underwear and socks to be kept in rucksack

Section 6 | Uniform and Equipment

Years 1 & 2 Uniform

For Years 1 and 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)
- Navy 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:

- Blue waterproof winter coat
- School hat
- School scarf
- School gloves
- Plaid pinafore
- Long navy socks or navy tights
- White blouse with blue trim and frilled cuff

For the summer uniform:

- House cap
- Summer dress
- Plain, short white socks
- Lightweight navy waterproof rain jacket



Section 6 | Uniform and Equipment

Years 1 & 2 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
- Unblocked pink leather ballet shoes
- Blue ballet leotard
- White ballet skirt
- White ballet socks
- Own small named bag to carry ballet kit in
- Royal blue swimming costume
- Named lightweight towel
- Goggles
- 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.

Years 1 & 2 Forest School Kit

Some additional kit is required for Forest School:

- Welly boots with room for boot liners or extra socks
- Navy waterproof trousers
- Hat (school winter hat is ideal)
- Gloves (waterproof)
- Navy school waterproof jacket

Other items for Years 1 & 2

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



Section 6 | Uniform and Equipment

Year 2 Stationery List

Year 1 pupils do not need any stationery

Year 2 girls will need:

- HB Pencils
- Rubber (plain white)
- Sharpener
- A small set of coloured pencils
- Pritt Stick Glue (white, not coloured)
- Children's safety scissors
- 15cm or 30cm ruler
- Named homework folder (large enough to contain your homework diary and reading record, a reading book and homework)
- *Please do not provide gel pens or felt tips*

Section 6 | Uniform and Equipment

Years 3 to 6 Uniform

For Years 3 to 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)
- Navy 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:

- Blue waterproof winter coat
- School hat
- School scarf
- School gloves
- Plaid skirt
- Long navy socks or tights
- White blouse with blue trim and buttoned cuff

For the summer uniform:

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



Section 6 | Uniform and Equipment

Years 3 to 6 PE kit

Girls will need:

- Blue shorts
- White sports polo
- Navy stadium pants
- Zip-up tracksuit jacket
- Navy fleece
- Blue skort
- Trainers
- Short plain white socks
- Long blue PE socks
- White Granville base layer
- Navy waterproof trousers
- Hockey stick
- Gum shield
- Shin pads
- Blue ballet leotard (Year 3 only unless ballet is continued as a club)
- Unblocked ballet shoes (Year 3 only unless ballet is continued as a club)
- White ballet skirt (Year 3 only unless ballet is continued as a club)
- Royal blue swimming costume or royal blue knee length suit
- 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 for Years 3 to 6

- School rucksack
- PE Holdall (optional)
- Drawstring swimming bag
- Painting apron with sleeves (either blue school apron or old oversized shirt)
- Named water bottle
- Muddy trainers to be left at school



Section 6 | Uniform and Equipment

Years 3 to 6 Stationery List

Girls will need:

- Maximum of 1 pencil case (small enough to fit in desk)
- Fountain pen and blue ink or 2 blue handwriting pens (Berol or Frixion)
- 2 or more HB Pencils
- 2 marking pens (different colours - gel pens or fineliners)
- Plain rubber and sharpener
- Small pack of coloured pencils
- Small pack of felt tip pens
- Small pack of highlighters
- Scissors
- Pritt stick (clear, not coloured)
- 30cm ruler marked in cm and mm (15cm ruler can be in addition to this)

Please note: Tipp-Ex and ink eradicators are not permitted

Lost Property

Items of clothing which are found are placed in the lost property drawers in the lobby outside of the School Office.

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.



Section 7 | Security and Safeguarding

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)	1.00pm - 1.10pm
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. The main pedestrian entrance is next to the White Gates and has an intercom 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.
- Children and parents must use the pedestrian walkways around the school and not walk on the drive.

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.



Section 7 | Security and Safeguarding

Entrance to School Buildings

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

- Evans Lodge – keypad access for Early Years staff and pupils
- Ena Makin Building - keypad access for pupils and staff only
- Maureen Froggatt Building - keypad access for pupils and staff only
- Main Building Tower and Terrace Entrances - keypad access for pupils and staff only
- Front Door - intercom access for parents and visitors
- Blue and White gates - intercom access for all visitors

In addition, there is security fencing in key areas of the school.

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 School 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.

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.



Section 7 | Security and Safeguarding

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.

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 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. Please regularly ensure your permissions are complete and up to date.

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.



Section 8 | Health and First Aid

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.

First Aid

All members of staff are regularly trained in Pediatric First Aid. First Aid bags and boxes are available throughout the school and taken onto the playground during breaktimes.

An online log is kept of minor injuries and first aid.

Accidents

The School has written procedures for dealing with accidents. All accidents involving 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 and follow up medical advice given. 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 the allergies using SchoolBase 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 or other medication is going on a school trip or away match the office EpiPen or medication is taken by the teacher in charge.

The Granville is a nut-free school.



Section 8 | Health and First Aid

Medicines

It is the school's policy that members of staff will only administer medicine to pupils at school with written permission from parents.

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.

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.



Section 8 | Health and First Aid

Diet

The School provides 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 meal 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. They sit together and eat 'family-style'. Children are encouraged to try new foods and to eat healthily but are never made to clear their plate or eat something they do not like.

The children from Reception to Year 6 eat in the Dining Hall in two sittings.

Snacks

The school provides snacks including fruit for the children for their mid-morning break and a small snack before clubs.

Children should bring their own, named water bottles so that they can have a drink of water when needed. Bottles can be refilled at school.

Section 9 | 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 holds 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 Celebration of pupils' achievements and awarding of certificates	
Tuesday	Reception - Year 2 Birthday Assembly	Senior Choir
Wednesday	Assembly led by different members of staff on a rota	
Thursday	Sing Your Socks Off!	Form Time
Friday	Form Time	Birthday Assembly led by Deputy Head

Monday assemblies are usually themes around one of our Granville Values. They are both interactive and thought provoking for the girls.

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 9 | 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. This calendar of events has evolved over the years into an exciting and modern programme.

It is the school policy to invite parents to as many events as possible. However, at certain major events, seats may have to be limited. Bookings are usually made via Eventbrite.

The following pages outline the key school events.

Classroom Drop-Ins

Once a term, we open our classrooms to parents for a visit either before or directly after school. Each year group chooses a date and time and these are communicated to parents in advance. Children are able to show their parents or visitors their books and displayed work. Parents are invited to attend.

Informal Coffee Concerts

These are usually held at the start of the day after coffee for parents in the Dining Room. They are for one year group at a time. They provide an opportunity for the girls to perform in front of their peers and family in a relaxed setting. Parents are invited to attend.

Other events

In the past we have enjoyed an International Day, Careers' Week and VIP days along with other seasonal and curriculum inspired events. The details of these are communicated to parents in advance.

Section 9 | Events

Autumn Term

Autumn Festival	Compulsory for all pupils in Pre-School to Year 2. Parents are invited to attend.	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 and a separate performance is held for parents.
Stirring the Pudding	This event is for pupils only and takes place during the school day.	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.
Christmas Productions	Compulsory for all pupils in Pre-School to Year 2. Parents are invited to attend.	All children in Pre-School to Year 2 are involved in Christmas plays which are usually performed in early December.
Senior Carols	Compulsory for all girls in Years 3-6. Parents are invited to attend.	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.
Christmas Party Day	This event is for pupils only and takes place during the school day.	This is held on one of the last days 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.

Section 9 | Events

Spring Term

The Year 4 Play	Compulsory for all Year 4 pupils. Parents are invited to attend.	Year 4 perform their play to their parents during an evening at the beginning of February. This is directed by the Head of Drama.
World Book Day	This event is for pupils only and takes place during the school day.	World Book Day usually takes place on the first Thursday of March. Events are organised at school to celebrate. These may include competitions, dressing up as favourite book characters, quizzes, special visitors etc...
The Spring Festival	Compulsory for all pupils. Parents are invited. Due to large numbers, usually only one ticket per family is allocated.	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. There are two performances: an afternoon performance for Reception to Year 6 and a morning performance the following day for all pupils.

Section 9 | Events

Summer Term

Founder's Day Fete	All pupils are expected to attend in school uniform and be supervised by an adult. Friends, family and alumni are also most welcome.	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).
Swimming Gala	Compulsory for Years 4-6. Parents are invited to watch.	The Gala is an inter-house swimming competition for Years 4 – 6 and is held in a local pool, usually Sevenoaks Leisure Centre.
The Senior Production	Compulsory for all of Years 5 & 6. Parents are invited to attend. Tickets purchased directly from The Stag.	This takes place in the Summer Term with rehearsals beginning in the Spring Term. The Year 6 girls perform a play, supported by a Year 5 ensemble and directed by the Head of Drama. This usually takes place at The Stag Theatre in Sevenoaks, in mid-June. It is an early evening performance.
Junior (R-2) & Senior (3-6) Sports Days	Compulsory for all pupils in Reception to Year 6. Parents are invited to attend.	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.
Pre-School Sports Day	Compulsory for all pupils in Pre-School. Parents are invited to attend.	This is held towards the end of the Summer Term. Children in Pre-School have a few fun races.
Senior Awards	Compulsory for all girls in Years 3-6. Parents are invited to attend.	Senior Awards Evening is usually 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, staff, governors and guests.
Junior Awards	Compulsory for all pupils in Pre-School to Year 2. Parents are invited to attend.	This is held during an Assembly time in the last week of the Summer Term. Pupils perform songs and poems. Certificates and prizes are awarded in this ceremony.
Senior Concert	Compulsory for all girls in Years 3-6. Parents are invited to attend.	The main Summer Concert is held in the Summer Term, including individual instrumental performances, choir and orchestra.

Section 9 | Events

Our Open Events

Winter Explorers	Usually a Friday evening in early December	All pupils, friends, family, prospective families and local community are invited. Year 6 girls are invited to run stalls or games.	After the success of our Discovery Morning and Little Explorers Morning, we invite you to our new winter themed activity evening. Open to our own pupils, prospective pupils and the local community, this is a great opportunity to begin your festive celebrations, explore our school and have lots of festive fun with our staff and pupils.
Discovery Morning	Usually a Saturday morning in March.	All pupils in Pre-School to Year 6 are invited to attend along with their families and friends. Prospective families are also invited.	Following a hugely successful inaugural Discovery Morning last year, this has now become a permanent fixture on the calendar. It will now take place in the Summer Term, replacing our Open Evening. Come and follow the trail of activities, discovering the school, our teachers, our facilities and learning lots along the way.
Little Explorers Morning	Usually a Saturday morning in June.	All pupils in Pre-School to Year 2 are invited to attend along with their families and friends. Prospective families are also invited.	This event evolved out of our hugely successful Discovery Morning. Aimed at our youngest pupils and prospective families, it will be a fun-packed Saturday morning of activities and challenges to amaze and excite young minds. The perfect way to discover our school and all the creative and hands-on ways we learn at The Granville.



Section 10 | 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 is enhanced and nurtured 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.

FOG's function is both social and to act as fund-raisers. Its biggest 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, close 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 other fund-raising events. These usually take the form of evening events such as a Barn Dance, Murder Mystery Suppers or Quiz Night. 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.

Parent Class Representatives

The major role for the Class 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.

A parent from each year volunteers to be the Class Representative. They then serve for a year and also become a member of the (FOG) Committee.

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 11 | School Policies

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)

Section 12 | Who's Who at The Granville School

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 Nikki O'Donnell

BA (Hons) Education University of Winchester, QTS

Head of Marketing

Mrs Victoria Duggan

BA (Hons) History Durham, MA Russian Studies London, PGCE London

Also Head of English

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

Mrs Elise West

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, FCI Arb, Chartered Director

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

Section 12 | Who's Who at The Granville School

Granville School Teaching Staff Contact Information

Mrs L Alexander - alexanderl@granvilleschool.org

Mrs R Allen (Year 6) - allenr@granvilleschool.org

Mrs T Allen (Year 3) - allent@granvilleschool.org

Miss M Barrow - barrowm@granvilleschool.org

Mrs N Bridge - bridgen@granvilleschool.org

Mrs S Condren - condrens@granvilleschool.org

Mrs V Duggan - dugganv@granvilleschool.org

Mr M Granger - grangerm@granvilleschool.org

Mrs L Harrington - harringtonl@granvilleschool.org

Mrs S Harrison - harrisons@granvilleschool.org

Mrs S Hartley - hartleys@granvilleschool.org

Mrs A Hipgrave - hipgravea@granvilleschool.org

Mrs E James - jamese@granvilleschool.org

Miss K Maier - maierk@granvilleschool.org

Miss G Malcolm - malcolmg@granvilleschool.org

Miss L McAdam - mcadaml@granvilleschool.org

Mr K Newman - newmank@granvilleschool.org

Mrs N O'Donnell - odonnelln@granvilleschool.org

Mrs H Robinson - robinsonh@granvilleschool.org

Miss N Rendle - rendlen@granvilleschool.org

Mrs J Sladdin - sladdinj@granvilleschool.org

Mrs C Walton-Wallace - waltonc@granvilleschool.org

Mrs E West - weste@granvilleschool.org

Mrs R Williams - williamsr@granvilleschool.org

Administrational Staff Contact Information

PA to the Headmistress and Registrar

Miss Annabelle Chittenden - headspa@granvilleschool.org

School Secretary

Mrs Emily Temple - secretary@granvilleschool.org

Bursar's Assistant

Mrs Kate Smith - bursarassistant@granvilleschool.org

Data Manager

Mrs Deborah Moore - datamanager@granvilleschool.org

Section 12 | Who's Who at The Granville School

Members

Mr Rowland Constantine

Mr John Guyatt

Ms Jane Holland

Mrs Ann Musgrave

Mr Paul Sheldon

Trustees and Governors

Mrs Nicole Coll, Chairman

Mr George Brown

Mrs Genevieve Heselden

Mr James Howard


Mrs Joelle Natzkoff

Mr Stephen Paget-Brown

Ms Carolyn Reed

Mr Phillip Tippin

Miss Bridget Ward



Section 12 | Who's Who at The Granville School

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 Catherine Carter

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



The Granville School

The Granville School
2 Bradbourne Park Road
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