

## Lavington Park Federation

### Graffham CE Infant and Duncton CE Junior Schools



### Parents' information booklet Academic year 2017-2018

Graffham CE Infant School 01798 867324	email <a href="mailto:office@graffhaminfant.org.uk">office@graffhaminfant.org.uk</a>
Duncton CE Junior School 01798 342402	email <a href="mailto:office@dunctonjunior.org.uk">office@dunctonjunior.org.uk</a>

To support all parents at both schools, especially our new parents, we have put together these pages of information about the everyday things happening at school. These are based on our school policies and therefore we ask you all to read them carefully.

If you have any queries, please see your class teacher, Vanessa Dudman in the Duncton office or Kathie Gyles in the Graffham office.

Information regarding all school events will be sent to parents via email in the weekly Friday Flyer.

**It is very important to read the Friday Flyer carefully every week!**  
and please make sure that you make a note of all important dates given. Other urgent information and reminders may also be texted or emailed to parents at any time during the school week.

**Class and year group structure across the school**

<b><u>School</u></b>	<b><u>Year group and age</u></b>	<b><u>Class name</u></b>	<b><u>Curriculum covered</u></b>	<b><u>Class Teacher or Manager</u></b>	<b><u>Teaching Assistant(s) or Support Staff</u></b>
<b>Graffham Nursery</b>	2-4 years old	<b>Goldcrests</b>	Early Years curriculum (EYFS)	<b>Mrs Sarah-Jane Wethered</b>	Ms Jo Chambers Mrs Chihiro Harrison Mrs Emma Holland Mrs Cece Fafin Mrs Donna Leleu
<b>Graffham Infants</b>	4-5 years old - <b>Reception</b>	<b>Wren Class</b>		Infant curriculum Key Stage One	<b>Mrs Sarah-Jane Wethered</b> (Mon, Tues, Thurs, Fri)
	5-6 years old - <b>Year 1</b>		<b>Mrs Sarah Nicholls</b> (Wed)		
<b>Dunton Juniors</b>	5-6 years old - <b>Year 1</b>	<b>Kingfisher Class</b>	Key Stage Two	<b>Mrs Lucy Whiffin</b> (Mon, Tues, Wed)	Mrs Anita Romaniuk
	6-7 years old - <b>Year 2</b>			<b>Mrs Mel Bacon</b> (Thurs, Fri)	
	7-8 years old - <b>Year 3</b>			<b>Mrs Jess Shaw</b>	
	8-9 years old - <b>Year 4</b>	<b>Woodpecker Class</b>			Mrs Tracey Erkam Mrs Louise Creed
	8-9 years old - <b>Year 4</b>	<b>Kestrel Class</b>		<b>Miss Caroline Woods</b>	
	9-10 years old - <b>Year 5</b>			<b>Ms Lisa Bassett</b>	
	10-11 years old - <b>Year 6</b>	<b>Peregrine Class</b>			

<b>Leadership Team</b>	Mrs Helen Martin - Head Teacher Mrs Lucy Whiffin - Deputy Head Teacher Mr Steve Beer - School Business Manager Mrs Jenny Sturt - SENDco
<b>Lavington Park Federation Governing Body</b>	Mrs Marie Bracey - Chair of Governors
<b>Office team</b>	Mrs Vanessa Dudman - Dunton Administrative Assistant Mrs Kathie Gyles - Graffham Administrative Assistant Mr Steve Beer - School Business Manager
<b>Special Needs Support</b>	Mrs Lizzie Zoltowski
<b>Nursery</b>	Mrs Sarah-Jane Wethered - Manager Mrs Sonja Smithers - Nursery Committee Chair
<b>Minibus</b>	Rory Murphy – Driver Mrs Jo Thorne - Supervisor
<b>Lunchtime (Chartwells) staff</b>	Mrs Claire Simpson (Dunton) Mrs Katie Thomas (Graffham)
<b>Swimming teacher (DPD)</b>	Duncan Driver
<b>Caretaking staff</b>	John Moores (Dunton) Maureen Boulton (Graffham)

## **SCHOOL HOURS**

<b>Duncton CE Junior School</b>	<b>9.00am – 3.15pm</b>
<b>Graffham CE Infant School</b>	<b>9.00am – 3.00pm</b>

## **SCHOOL UNIFORM**

All children are expected to wear and take pride in their school uniform. Basic, plain items can be bought from any retailer; items embroidered with our school logo (sweatshirts, cardigans, showerproof / fleece jackets, PE t shirts, caps and school bags) can be ordered through the school office. A price list and order form can be provided on request.

Second hand uniform items are usually available to purchase from the reception area in each school, in return for a small donation to PTA funds.

### **Winter Uniform**

Purple sweatshirt or cardigan with school logo

Plain white polo shirt

Grey skirt, pinafore or grey trousers for girls / plain grey trousers for boys

Plain socks or tights

Dark coloured sensible shoes – no heels, slip-ons or trainers

### **Summer Uniform**

Purple or lilac checked summer dresses

Plain white polo shirt

Grey skirt, shorts or trousers

Dark coloured shoes or sandals that afford full protection to the toes

### **PE Kit**

A labelled PE kit bag should be in school on your child's cloakroom peg at all times.

Purple t shirt with school logo

Black shorts

Tracksuit trousers

Trainers

In addition all children should have a **named pair of wellies** in school, and should bring in a waterproof coat so that they can go out to play even if it is drizzling. We find that the children are much happier and learn more effectively if they have had some fresh air, even if the weather is wet!

**We fight a constant battle against a mountain of 'lost property'!  
Please make sure that all items of uniform and equipment  
brought to school are **very clearly named****

<p>How can I chat to the teacher, Deputy Head Teacher or the Head Teacher?</p>	<p>If there are any issues directly relating to your child within class, <b>please ask to speak to the class teacher first</b>, before speaking to Mrs Martin. Mrs Martin and her staff work very closely together, and the teacher will ask for advice from Mrs Martin anyway where necessary; but this means that the teacher working most closely with your child deals directly with any issue.</p> <p>If you would like to talk to your class teacher, they are always available before and after school to make an appointment to chat for longer. The offices will be able to make an appointment for you to talk to Mrs Whiffin or Mrs Martin.</p> <p>We arrange more formal parent consultation sessions in the Autumn and Spring terms.</p>
<p><b>SICKNESS AND MEDICAL ABSENCE</b></p>	
<p>What do I do if my child is ill?</p>	<p>Please telephone the school office on 01798 342402 (Duncton) or 01798 867324 (Graffham) from 8am, stating your child's name, class and reason for absence – and please do this on <u>each day</u> of absence. Write a short note of explanation to the class teacher when your child returns to school.</p> <p>If your child is not in school and you have not telephoned by 9.30am, office staff will ring you to find out where they are. This is also a security measure, in case you may think your child is at school when they are not.</p>
<p>How long before my child can return to school after an illness?</p>	<p>We must keep infection within the families and staff of the school to a minimum, and we therefore operate on the basis of published advice from The Health Protection Agency.</p> <p><b>You must wait 48 hours after any episode of diarrhoea and/or vomiting before sending your child back to school.</b> This will give them the chance to eat and drink normally and be properly ready to come back to school.</p> <p>Please make sure that you adhere to this policy. If your child comes back to school the day after they have been sick, we will have to ring you and ask for them to be collected and taken home.</p>
<p>What do I do if my child is prescribed medication?</p>	<p><b>Please note that school staff are only able to administer <u>prescription</u> medicines, where necessary. We are not permitted to keep any kind of over-the-counter medication – such as Calpol for example - in school or to give such medication to children, and children certainly must not carry any kind of medication themselves.</b></p> <p>In most circumstances antibiotic medicine is prescribed to be taken in 3 doses per day and can be given to a child at home, before and after school and at bedtime. If your child is well enough to be in school but needs to finish a course of antibiotics, school staff may administer medicine : you will need to complete a form at the school office detailing dosage and time, and authorising the school to administer the medication. All medicines <b>MUST</b> be looked after by the school office and not by the child. Please make sure they are brought in in the original pharmacist's packaging, clearly marked with your child's name on the pharmacist's label.</p> <p>For longer term prescribed medication which must be kept at school in case of need - such as an asthma inhaler - again you will need to complete a form at the school office detailing your child's dosage, and authorising staff to administer the medication when required.</p>
<p>What do I do if I need to collect my child during school hours for a medical appointment?</p>	<p>Please inform the school office – ideally by email - prior to the appointment. Sign your child in and out at the office when collecting from / returning to school.</p>
<p>How will the school ensure that infections are kept to a minimum within school?</p>	<p>All children are advised (and taught how, in the case of the younger children) to wash their hands with hot water and soap. We also have hand sanitizers at each site. Children use the hand sanitizers on a regular basis, and visitors to the school are asked to cleanse their hands too.</p>

<p>What happens if my child has an accident at school?</p>	<p>We have first aid trained staff on both school sites and they will administer first aid. Any significant injury will be noted in the accident book and thoroughly investigated.</p> <p>Parents will be informed of any serious head bump by telephone, or in person after school. Any child who has received a bump to the head during the day will have a sticker on their jumper and a note in their book bag.</p>
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## ATTENDANCE AND GENERAL DAYTIME ARRANGEMENTS

<p>Can I take my child out of school during term time?</p>	<p><b><u>Attendance and punctuality are vital matters for us</u></b> : term-time absences have a significant, detrimental impact on children’s learning - and if we do not meet the attendance targets set by government, our school’s reputation is damaged.</p> <p>It is now firm government and county policy that <b><u>taking holiday in term time is not permitted</u></b>, and Mrs Martin is only allowed to authorise term time absence in the most exceptional of circumstances. If you consider it absolutely unavoidable that your child is away from school during term time, you must give us notice in writing, well in advance.</p> <p><b>In common with other schools in West Sussex and across the country, we are obliged to operate by the County’s Fixed Penalty scheme, whereby absences over ten sessions in any one term (a school session is a morning or afternoon – there are two sessions every day) are likely to generate Fixed Penalty fines for parents.</b></p> <p><b>Do please note that the scheme is NOT administered by the school and no money paid in fines ever reaches the school.</b> Once a referral has been made the matter is entirely out of our hands; everything is dealt with solely at County level.</p>
<p>What time is there a member of staff on the playground in the mornings? Do I have to stay with my child until 9am?</p>	<p>We now ask children to come straight into their classrooms from 8.45am each morning, ready to begin learning promptly at 9.00am. Although parents are very welcome to wait with their child until 9.00am, there is no need to.</p> <p>Never leave your child unattended on school premises before 8.45am. A company called Treetops operates a <b>Breakfast Club</b> at Graffham, starting at 7.45am, which all Graffham and Duncton children are welcome to attend, either regularly or just occasionally - please register your child for a Breakfast Club place on the Treetops website, at <a href="http://treetopsclubs.co.uk/graffham-infant-and-duncton-junior-schools">http://treetopsclubs.co.uk/graffham-infant-and-duncton-junior-schools</a>.</p> <p><b>Please note it is very important that children are <u>not</u> dropped at the school gate and left to walk into school by themselves, at any time. Children must always be brought into school or into Breakfast Club by an adult, and handed over to a member of staff.</b></p>
<p>What do I do if we arrive late?</p>	<p>Enter school through <b>main reception</b> and sign your child in at the office, before saying goodbye and asking them to walk down to the classroom by themselves. If you think your child may be distressed, please do telephone school once you are home, to confirm your child has settled.</p>
<p>What happens at lunchtime? How will I know that my child is eating their lunch?</p>	<p>Our kitchens at Graffham and Duncton enable us to offer freshly prepared hot school lunches every day. Our provider is Chartwells who offer well balanced, healthy food choices at affordable prices.</p> <p>All Infant children (Reception, Year 1s and Year 2s) are able to have a daily hot lunch for no charge (though of course this is not compulsory – you may send in a packed lunch if your child prefers – just let us know). For all other children (including Nursery) meals for every day or selected days can be ordered and paid for in advance on the Chartwells website <a href="https://westsussex.mealselector.co.uk">https://westsussex.mealselector.co.uk</a></p> <p>Our staff supervising the midday meal encourage and support children to eat well. Children have half an hour for lunch, and are encouraged to spend this time eating rather than talking too much to their friends. However we do recognise that lunch is a social occasion!</p> <p>Anything that packed lunch children don’t eat will be left in their lunch box. We will always let you know of any lunchtime issues we think you should be aware of.</p>
<p>Can my child have milk or fruit?</p>	<p>All Infant children are provided with a piece of fruit at morning playtime, every day. Children under the age of five are also given a carton of milk to drink.</p> <p>If you would like to pay for your older child to have school milk, please register with Cool Milk on <a href="http://www.coolmilk.com">www.coolmilk.com</a> or ring them on 0844 854 2913.</p>

<p>Where do I pick my child up from at the end of the day?</p>	<p>Wren Class at Graffham are picked up at the gate next to the Climbaround. Kingfisher class are picked up from the door and path at the back of Kingfisher Classroom. Children are welcome to play on the Climbaround after school, as long as a parent is present. Parents from both classes are very welcome to stay and chat in this area after school – but please look after your child and do not allow them to play in other areas of the school grounds (or in the school building) out of your sight.</p> <p>At Duncton all children are brought out onto the playground by their teachers at the end of the day. Parents are encouraged to come to the playground to pick up children. You are always welcome to talk to us at this time; however this is much easier once the rest of the class has been collected.</p>
<p><b>OTHER MATTERS</b></p>	
<p>What do I need to know about minibus journeys?</p>	<p>We run minibuses between the schools in the morning and afternoon. Two minibuses leave Graffham promptly at <b>8.40am</b> every morning; one minibus leaves Duncton at <b>8.35am</b>.</p> <p>Children are expected to behave sensibly at all times on the bus.</p> <p>If your child's usual arrangements need to change, a <u>parent</u> must ring either school and <u>let the office staff know by 2pm</u>. <b>Please do not just tell the teacher</b>, the bus driver or the bus supervisors, or ask your child to pass on a message.</p> <p>From time to time the offices will send out forms to enable you to book minibus places for your child; otherwise, contact either office at any time to change your arrangements.</p> <p>Each term we are very grateful to regular users who make a financial contribution towards the high cost of running our minibus services : an explanatory letter from our School Business Manager will be sent home at the beginning of each term.</p> <p>Please do note that our bus services are oversubscribed, and it is rarely possible to find extra places for children who do not normally travel on the bus!</p> <p>Sometimes we transport the children from one school to another in our school minibus for special events such as assemblies, Harvest Festival, Christmas performance rehearsals etc – or sometimes we will ask you in the Friday Flyer to take your child to the other school in the morning for a special event. In the event of any changes, the normal school minibus service will usually run too.</p>
<p>Can I park in the school car park?</p>	<p>No, we use our car parks at both schools for the minibuses. The car parks have been carefully designed so that children are not put at risk from moving or turning vehicles : please always use the pedestrian access into school and never walk through the car park.</p> <p>In special circumstances such as disability or injury, or course we can allow parking in the accessible parking spaces at each school.</p>
<p>Are there any clubs?</p>	<p>Details of activities outside normal school hours will be sent out at the beginning of term. Please remember that clubs always run on a term by term basis: you will always need to sign your child up for a club each term, even if they have attended that club before.</p> <p>Some popular clubs become booked very quickly, so to avoid disappointment it is important to request and pay for club places as quickly as you can!</p>
<p>Will my child have homework?</p>	<p>Each class will be given homework – details will be given by class teachers.</p>
<p>Will my child take part in Forest School during the year?</p>	<p>Every child in the school will have a block of Forest Schooling every academic year. More detailed information about your child's time in the forest will be sent to you in good time.</p>

<p>When will my child swim? How much does it cost?</p>	<p>All Junior children (Year 3 and above) have swimming lessons as part of the National Curriculum, in the lovely swimming pool at Seaford College and during the school day. Infant children do not learn to swim in school time until they reach Year 3.</p> <p>More information about swimming can be provided by the office at Duncton.</p> <p>Please note that all children using the Seaford swimming pool are required to wear a swimming hat – these can be purchased from the Duncton school office.</p>
<p>Can my child bring toys or games to school?</p>	<p>No children should bring any toys, games or belongings to school, other than equipment they will use for learning and perhaps things that are relevant to class topic work. It is particularly important that no electronic devices are brought into school.</p>
<p>Can my child wear jewellery to school?</p>	<p>No jewellery is allowed at school, except for stud earrings and a watch.</p> <p>For reasons of safety all jewellery must be removed for PE and dance activities - and as the children are playing on climbing play equipment every playtime, it is preferable for all jewellery to be left at home. If your child has stud earrings they must be able to remove them themselves for PE.</p> <p>As we would like all of the children to look smart, we do not allow nail varnish or tattoos. (After a party, please remove tattoos after a couple of days.)</p>
<p>What do I do if my child has head lice?</p>	<p>We fight a constant battle against head lice, which spread easily and quickly amongst children in class. All children with hair longer than shoulder length must wear it tied back in school : and <b><u>it is vitally important that all parents check their child's hair carefully for lice, on a weekly basis.</u></b></p> <p>When we become aware of a particular problem we will send information home with advice on what to do if your child is affected.</p> <p>It is worth remembering that if you consult your GP, medications to deal with the problem can be obtained free of charge on prescription.</p>
<p>Can I help in class?</p>	<p>We are always delighted to welcome parent helpers in class : if you are interested in helping please speak to your child's class teacher.</p>
<p>Can I help on school trips or at Forest School?</p>	<p>Similarly, if you are interested in helping on school trips or at Forest School, please let us know.</p>

I hope this document will be helpful and supportive to all our families. If you have any other questions at all, please ask Mrs Dudman or Mrs Gyles at the school offices.

You will also find a lot of information – as well as the most recent issues of the weekly 'Friday Flyer' – published on the school website at

[www.graffhamandduncton.w-sussex.sch.uk](http://www.graffhamandduncton.w-sussex.sch.uk)