

Lavington Park Federation

Graffham CE Infant and Duncton CE Junior Schools



Parents' information booklet Academic year 2022-2023

Graffham CE Infant School 01798 867324 email office@graffhaminfant.org.uk

Duncton CE Junior School 01798 342402 email office@dunctonjunior.org.uk

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 usual school policies and any special procedures that need to be in place this year, and therefore we ask ALL families to read them carefully, even if you have read this booklet in previous years.

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

| <u>School</u> | <u>Year group and age</u> | <u>Class name</u> | <u>Curriculum covered</u> | <u>Class Teacher</u> | <u>Teaching Assistant(s) or Support Staff</u> |
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| Graffham Nursery | 2-4 years old | Goldcrests | Early Years curriculum (EYFS) | Mrs Nikki Moore (Manager) | Mrs Esther Williams (Deputy Manager) Mrs Chihiro Harrison Mrs Emma Bailey Mrs Sonya Gillespie (Administrator) |
| | 4-5 yrs old Reception 5-6 yrs old Year 1 | Wren Class | | Mrs Sarah Jane Wethered | Mrs Anita Romaniuk Miss Stacey Carter |
| | 5-6 yrs old Year 1 6-7 yrs old Year 2 | Kingfisher Class | Infant curriculum Key Stage One | Miss Jodie Munday | Ms Cece Fafin Ms Charlotte Bates (Thursday) |
| Duncton Juniors | 7-8 yrs old Year 3 | Woodpecker Class | Key Stage Two | Mrs Lucy Whiffin | Mrs Tracey Erkam |
| | 8-9 yrs old Year 4 | Kestrel Class | | Mrs Tiffany Cooper Miss Caroline Woods | Mrs Louise Creed Ms Charlotte Bates (Friday) |
| | 9-10 yrs old Year 5 10-11 yrs old Year 6 | Peregrine Class | | Ms Lisa Bassett | Mrs Trina Holloway (SEN support) |

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| Leadership Team | Mrs Helen Martin - Head Teacher Mrs Lucy Whiffin - Deputy Head Teacher Mr Steve Beer - School Business Manager |
| Lavington Park Federation Governing Body | Mrs Emma Vernon - Chair of Governors |
| Office team | Mrs Vanessa Dudman – Office Manager, Duncton Mrs Kathie Gyles – Office Manager, Graffham Mr Steve Beer - School Business Manager |
| Inclusion Manager | Ms Jenny Hannell |
| Nursery | Mrs Nikki Moore - Manager Mrs Florence Sherwood - Nursery Committee Chair |
| Lunchtime (Chartwells) staff | Mrs Becky Smith (Duncton) tba (Graffham) |
| Caretaking staff | Mr John Moores (Duncton) Mrs Michelle Ball (Graffham) |

SCHOOL HOURS

Duncton CE Junior School 9.00am–3.15pm (Classrooms are open from 8.45)
Graffham CE Infant School 9.00am–3.00pm (Classrooms are open from 8.45)

All children are encouraged to wear and take pride in their school uniform. Basic 'plain' items such as trousers and polo shirts can be bought from any retailer, but purple sweatshirts, cardigans and PE t shirts embroidered with our school logo - as well as book bags and (optional) purple fleeces, shower-proof jackets, rucksacks and caps - need to be ordered from our dedicated webshop, www.lpf.deco-uniforms.com. A good selection of plain items - including trousers, shorts, skirts, pinafore dresses, polo shirts and PE clothing can be ordered from this site too. If ordering on line is tricky for you, please have a chat with the school office.

Winter Uniform :

- purple sweatshirt or cardigan with embroidered school logo - *order from webshop above*
- plain white polo shirt
- grey skirt or pinafore dress for girls
- plain grey or black trousers for boys
- plain socks or tights
- dark coloured sensible shoes (no heels, slip-ons or trainers)

Summer Uniform :

- lilac gingham dresses for girls
- plain white polo shirt
- grey or black shorts or trousers for boys
- white or grey socks
- dark coloured shoes, or sandals that give full protection to the toes.

Shower-proof jackets and warmer, zipped fleece tops, in school colours with embroidered school logo, are optional but are available to order from the webshop link above.

PE Kit

Children will wear their PE kit all day on their PE allocated days and will arrive in this PE kit at the beginning of the school day.

Graffham PE days are Tuesday for Year 1 and 2; and Friday for Reception, Year 1 and 2.

Duncton PE days are Wednesday and Thursday

- purple t-shirt with embroidered school logo - *order from webshop above*
- black shorts and tracksuit / jogging bottoms for colder weather
- white socks
- trainers

Note that at the front of both schools we have rails of donated second hand uniform items which can be purchased at a very modest price. All proceeds go to the Friends of Graffham and Duncton Schools

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!

For safety reasons and in line with County policy we do not allow jewellery to be worn in school.

****Please ensure ALL items of clothing and equipment, including PE kit, are clearly named****

School coats in particular have a habit of going astray :
please mark your child's name clearly on the outside of their coat

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| <p>How can I talk to the teacher, Deputy Head Teacher or the Head Teacher?</p> | <p>If there are any issues directly relating to your child within class, please ask to speak to the class teacher first. 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 usually available 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>Do please note that if a parent has a particular concern it is our normal policy that staff do not meet with that parent alone, but that they are accompanied by another member of staff so that one person can record notes of the conversation.</p> <p>The main way our teaching staff communicate with parents is via the <u>Class Dojo</u> app; our offices also frequently use email and the 'Teachers2Parents' texting service. If you wish to contact your child's class teacher the best way is to send a message on Dojo, or email the school office. Please check Class Dojo regularly for messages from class teachers. Teachers will respond to messages on Dojo during work hours 8.30 – 5.00</p> |
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| <p>SICKNESS AND MEDICAL ABSENCE</p> | |
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| <p>What do I do if my child is ill?</p> | <p><u>For any unplanned absence</u>, please telephone the school office on 01798 342402 (Dunton) or 01798 867324 (Graffham) from 8am, stating your child's name, class and giving a clear reason for absence – and please do this on <u>each day</u> of absence.</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> |
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| <p>How long before my child can return to school after an illness?</p> | <p>We have always operated on the basis of published advice from The Health Protection Agency in order to keep infection within the families and staff of the school to a minimum. If your child has been diagnosed with a particular illness or condition, please telephone either school office to ask for advice on any necessary exclusion period.</p> <p><u>In the case of tummy troubles, you must wait 48 hours after any episode of diarrhoea and/or vomiting before sending your child back to school.</u> This will give them the chance to eat and drink normally and be properly ready to come back to school. <u>Please make sure that you adhere to this policy</u>, which we always follow in all circumstances. If your child comes back to school the day after they've been sick, we will have to ring you and ask for them to be collected and taken home.</p> |
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| <p>What do I do if my child is prescribed medication?</p> | <p>Please note that school staff are able to administer <u>prescription</u> medicines on request, where necessary, but we must have a consent form completed by a parent. Non-prescription medicines are generally not permitted in school, though if there is a specific medical requirement we will need to have a letter from your GP and will need you to sign a special consent form.</p> <p>Note that we can never give a child the <u>first</u> dose of any medication that they have not had on a previous occasion.</p> <p>We are now permitted to keep Calpol and Piriton in school to give to children when appropriate, but will only do so if we have your consent on file, and will always seek to check with you first by telephone.</p> <p><u>Children must never carry any kind of medication themselves.</u> All medicines MUST be looked after by the school office or a member of staff – and they must be brought into school 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, or an Epipen - again parents need to complete a form detailing the child's dosage, and authorising staff to administer the medication when required.</p> |
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| | Where long term medication is kept in school, or in the case of any other significant medical condition diagnosed by a GP, we will complete an Individual Health Care Plan for the child and agree this with parents. This will be kept on file and all staff made aware of the child's needs. |
| What do I do if I need to collect my child during school hours for a medical appointment? | Please inform the school office – ideally by email - prior to the appointment. Do make sure that your child is signed in and out of school at the office, on collection / return. |
| How will the school ensure that infections are kept to a minimum within school? | All children are advised (and taught how, in the case of the younger children) to wash their hands properly and frequently with hot water and soap. |
| What happens if my child has an accident at school? | We have first aid trained staff on both school sites who administer first aid. Any significant injury will be noted in the accident book and thoroughly investigated. Parents will be informed of any serious head bump, visible facial injury or any other significant injury by telephone. Any child who has bumped their head during the day will have a sticker on their jumper, and there may be a note in their book bag. |

ATTENDANCE AND GENERAL DAYTIME ARRANGEMENTS

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| Can I take my child out of school during term time? | <p><u>We are not able to authorise holidays in school time.</u> Attendance and punctuality are vital matters for us : term-time absences have a significant, detrimental impact on children's learning.</p> <p>It is now firm government and county policy that <u>taking holiday in term time is not permitted</u>, 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 make a telephone appointment to talk to Mrs Martin, well in advance, and you will be asked to complete a 'Withdrawal From Learning' form.</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>Never leave your child unattended at any time outside school or before 8.45am.</p> <p>At both Graffham and Duncton, we run morning clubs from Monday to Friday, 8.15-8.45am, which cost £1 a session. These are not 'breakfast clubs' or activity sessions, but childcare (supervision) only.</p> <p>When dropping off at Graffham - please come to the classroom doors at the back of the building and pass your child to their teacher. Please note it is very important that children are <u>never</u> dropped at the school gate and left to walk into school by themselves, at any time. Children must always be brought to the classroom or to the Morning Club entrance (the rear door of the School Hall) by an adult, and directly handed over into the care of a member of staff.</p> <p>At Duncton, please bring your child to the school gate or to the front of the school, where they can walk in to their classrooms.</p> |
| What do I do if we arrive late? | <p>If you arrive after 9am, please enter school via the front door and sign your child in at the school office.</p> <p>If you think your child may be distressed, please do telephone school once you are home, to confirm your child has settled.</p> <p>Do please note that punctuality is a major concern for us : late arrivals are distressing for children, disturbing for the teacher and the rest of the class, and have a huge impact on children's learning. Lessons start promptly just after 9am. We record late arrivals and will have a personal chat with you if we are developing concerns.</p> |
| What happens at lunchtime? How will I know that my child is eating their lunch? | 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. |

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| | <p>All Infant children (Reception, Year 1s and Year 2s) are able to have a daily hot lunch at no charge, though of course this is not compulsory – you may send in a packed lunch if your child prefers. It is extremely important that you let the Graffham office know which days your child will NOT require a hot lunch, so that we can be sure to order the correct number of meals and receive the correct funding.</p> <p><u>*FOR BOTH SNACK TIME AND PACKED LUNCHES WE DO ASK YOU TO REMEMBER THAT DUE TO SERIOUS ALLERGIES IT IS VITAL THAT NUTS AND ANY FOODS CONTAINING NUTS OR SESAME SEEDS ARE NEVER BROUGHT INTO SCHOOL, EITHER AT GRAFFHAM OR DUNCTON.*</u></p> <p>For all other children meals for every day or selected days can be ordered and paid for in advance on the Chartwells website https://westsussex.mealselector.co.uk</p> <p>Our staff supervising the midday meal encourage and support children to eat well. Children have almost 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>Any food 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 fruit or a snack?</p> | <p>All Infant children have the opportunity to eat a piece of fruit at morning playtime, every day.</p> <p>Junior children are encouraged to bring in their own healthy snack; this could be fruit or vegetables or crackers.</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 from the Wren class outside area. Kingfisher class are picked up from the rear door of the classroom.</p> <p>At Duncton, all children are walked round to the front of the school for pick up and parents wait at the front of the school to collect.</p> |
| <p>OTHER MATTERS</p> | |
| <p>What do I need to know about minibus journeys?</p> | <p>We run a minibus between the schools in the morning and afternoon. This leaves Duncton promptly at 8.30am every morning and brings Infant children to Graffham; it then leaves Graffham promptly at 8.45am and brings Juniors to Duncton. Children are expected to behave sensibly at all times on the bus, and whilst waiting to board it.</p> <p>In the afternoon the minibus leaves Graffham at 2.55pm, so that Infant children travelling on the bus can be collected at Duncton at 3.05pm; it then returns to Graffham with Juniors, leaving Duncton at 3.10pm for collection at around 3.20pm.</p> <p>Minibus journeys need to be booked and paid for in advance for a term. Note that there is particular pressure on places for Junior children; no seats on the minibus can be guaranteed until the school office has confirmed availability and the place has been paid for.</p> <p>If your child's usual minibus or collection arrangements need to change, a <u>parent</u> must ring either school and <u>let the office staff know by 2pm</u>.</p> |
| <p>Can I park in the school car park?</p> | <p>Our car parks at both schools are strictly for staff cars - and, for everyone's safety, 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, of course we can allow parking in the accessible parking spaces at each school. If this does not apply to you, please never use these spaces as we do have families who need to use them, at various times of the day.</p> |

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| <p>Are there any clubs?</p> | <p>Details of activities outside normal school hours will be sent out towards the end of each term, for the term ahead. 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, once information has been sent out!</p> |
| <p>Will my child have homework?</p> | <p>Details of homework arrangements will be given by class teachers. Children from year 2 upwards will be given homework. Our teachers will use Class Dojo to support homework going home.</p> |
| <p>When will my child swim? How much does it cost?</p> | <p>Junior children (Year 3 and above) have swimming lessons as part of the National Curriculum, in the 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. It is particularly important that no electronic devices are brought into school.</p> <p>Please note that we ask all parents and other visitors to put away their mobile phones when near the school. <u>This is for safeguarding reasons and is a rule we rigorously enforce.</u></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 <u>it is vitally important that all parents check their child's hair carefully for lice, on a weekly basis.</u></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>Can I help in class, school trips or Forest School?</p> | <p>We are particularly keen to hear from parents who would like to help with hearing children read.</p> <p>We will ask you to complete a DBS Safeguarding check (which we organise in school) if you are regularly coming in to help or to hear readers.</p> |

We 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 by emailing or phoning the school offices.

You will also find a lot of information published on the school website at www.graffhamanddunton.w-sussex.sch.uk