

Lavington Park Federation

Graffham CE Infant and Duncton CE Junior Schools



Parents' information booklet Academic year 2019-2020

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 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

<u>School</u>	<u>Year group and age</u>	<u>Class name</u>	<u>Curriculum covered</u>	<u>Class Teacher or Manager</u>	<u>Teaching Assistant(s) or Support Staff</u>
Graffham Nursery	2-4 years old	Goldcrests	Early Years curriculum (EYFS)	Mrs Krystle Hobson	Mrs Chihiro Harrison Mrs Donna Leleu Mrs Nikki Moore Mrs Sonya Gillespie (Administrator)
Graffham Infants	4-5 years old - Reception 5-6 years old - Year 1	Wren Class		Infant curriculum Key Stage One	Mrs Sarah-Jane Wethered
	5-6 years old - Year 1 6-7 years old - Year 2	Kingfisher Class	Mrs Lucy Whiffin (Mon, Tues, Fri) Mrs Tiffany Cooper (Wed, Thurs)		Mrs Anita Romaniuk Miss Jo Claridge SEN Support in both classes Miss Charlotte Bates Mrs Trina Holloway
Dunton Juniors	7-8 years old - Year 3 8-9 years old - Year 4	Woodpecker Class	Key Stage Two	Miss Caroline Woods	Mrs Tracey Erkam
	9-10 years old - Year 5	Kestrel Class		Mrs Theresa Daley	Mrs Louise Creed
	10-11 years old - Year 6	Peregrine Class		Ms Lisa Bassett	

Leadership Team	Mrs Helen Martin - Head Teacher Mrs Lucy Whiffin - Deputy Head Teacher Mr Steve Beer - School Business Manager (currently on long-term sick leave)
Lavington Park Federation Governing Body	Mrs Marie Bracey - Chair of Governors
Office team	Mrs Vanessa Dudman - Dunton Administrative Assistant Mrs Kathie Gyles - Graffham Administrative Assistant Mr Steve Beer - School Business Manager
Special Needs Coordinator	Mrs Jenny Sturt
Nursery	Mrs Krystle Hobson - Manager Mrs Dawn Collins - Nursery Committee Chair
Minibus	Mr Rory Murphy – Driver Mrs Jo Thorne - Supervisor
Lunchtime (Chartwells) staff	Mrs Angie Hughes (Dunton) Mrs Becky Simpson (Graffham)
Swimming teacher (DPD)	Mr Duncan Driver
Caretaking staff	Mr John Moores (Dunton) Mrs Michelle Ball (Graffham)

SCHOOL HOURS

Duncton CE Junior School 9.00am – 3.15pm
Graffham CE Infant School 9.00am – 3.00pm

SCHOOL UNIFORM

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 purple fleeces, shower-proof jackets, book bags, 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 you would like to order by telephone or post instead of online, an order form is available from the school offices: please just ask.

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 (optional)
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 – essential for autumn/winter/spring
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****

How can I chat to the teacher, Deputy Head Teacher or the Head Teacher?

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.

If you would like to talk to your class teacher, they are usually 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.

We arrange more formal parent consultation sessions in the Autumn and Spring terms.

Do please note that if a parent has a particular concern it is our strict 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.

SICKNESS AND MEDICAL ABSENCE

<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.</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. 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>You must wait 48 hours after any episode of diarrhoea and/or vomiting before sending your child back to school. 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>Please note that school staff are able to administer prescription medicines on request, where necessary, but we must have a consent form completed by a parent.</p> <p>In addition we are now permitted to keep Calpol and Piriton in school to give to children when appropriate (for example if a child has a raised temperature or suspected allergic reaction), but we will only do so if we have your consent on file, and will always seek to check with you first, by telephone. Note that we will never give a child the <u>first</u> dose of any medication that they have not had on a previous occasion.</p> <p>Children must never carry any kind of medication themselves. All medicines MUST be looked after by the school office – 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 at the school office detailing the child's dosage, and authorising staff to administer the medication when required.</p> <p>In cases of more significant long-term conditions (for example, a severe allergy), 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.</p> <p>Note that we participate in the 'Red Box Project' for primary schools, which means that at Duncton there are sanitary products available should any older girls need to use them at any time.</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.</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, visible facial injury or any other significant injury 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 there may be a note in their book bag.</p>

ATTENDANCE AND GENERAL DAYTIME ARRANGEMENTS

<p>Can I take my child out of school during term time?</p>	<p><u>No, you cannot!</u></p> <p><u>Attendance and punctuality are vital matters for us</u> : 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 <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 an appointment to talk to Mrs Martin, well in advance, and you will be asked to complete a 'Withdrawal From Learning' form.</p> <p>Please also note that in order to address an increasing problem with early afternoon pick-ups the official time of afternoon registration is now 3.00pm : an unauthorised absence will be recorded for any child not present in school at this time, for reasons other than medical appointments.</p> <p>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 unauthorised 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.</p> <p>Do please note that the scheme is NOT administered by the school and no money paid in fines ever reaches the school. 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 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 <u>before</u> 8.45am. A company called Treetops operates a <u>Breakfast Club</u> 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 http://treetopsclubs.co.uk/graffham-infant-and-duncton-junior-schools. Treetops' Breakfast Club is now able to accept children aged 3 years and above.</p> <p>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 into school or into Breakfast Club by an adult, and handed over to a member of staff.</p>
<p>What do I do if we arrive late?</p>	<p>If you arrive after 9.00 please enter school through the <u>main reception</u> and sign your child in at the office, <u>before saying goodbye and asking them to walk down to the classroom by themselves.</u></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 at 9am. We record late arrivals and will have a personal chat with you if we are developing concerns.</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 https://westsussex.mealselector.co.uk</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 fruit or a snack?</p>	<p>All Infant children have the opportunity to eat a piece of fruit at morning playtime, every day. Class teachers at Graffham also ask for parents to donate additional healthy snacks such as breadsticks and rice cakes.</p> <p><u>We do ask you to remember though, that due to serious allergies it is vital that nuts and any food containing nuts or sesame seeds are never brought into school, either at Graffham or Duncton.</u></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 welcome to stay and chat for a short while 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 (particularly those set up for learning) or in the school building, out of your sight.</p> <p><u>Sadly we have a particular problem with children and perhaps younger siblings playing in our outdoor learning areas, outside of school hours – please note THIS IS STRICTLY FORBIDDEN!</u></p> <p>At Duncton all children are brought out onto the playground by their teachers at the end of the day, and parents are encouraged to come to the playground to pick them up. 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>OTHER MATTERS</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 8.40am every morning; one minibus leaves Duncton at 8.35am. Children are expected to behave sensibly at all times on the bus, and whilst waiting to board it.</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>. Please do not just tell the teacher, 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><u>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!</u></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 each term.</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>Children waiting to board a minibus should be brought to the school side of the car park gate and wait to be called forward by the minibus supervisor or member of staff on duty.</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>
<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>Details of homework arrangements will be given by class teachers. Children from year 2 upwards will be given homework.</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>In addition both schools will have weekly outdoor learning sessions. This year Duncton and Graffham will both have 'Wild Wednesday' every week : Duncton children will have outdoor learning on Wednesday mornings, and Graffham children will continue to have outdoor learning on Wednesday afternoons as last year. All children are required to come into school on these days in forest school clothes, including waterproof coats, trousers and wellies.</p> <p>We will send a text when Wild Wednesday is about to start for the term, and whenever there are any changes</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.</p> <p>It is particularly important that no electronic devices are brought into school – AND PLEASE NOTE that we ask all parents and other visitors to switch off mobile phones and put them away when on school premises. This is for safeguarding reasons and is a rule we rigorously enforce.</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>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. We will ask you to complete a DBS Safeguarding check if you are regularly coming into school to help or to hear readers.</p> <p>We are particularly keen to hear from parents who would like to help with hearing children read.</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

Helen Martin
September 2019