



# Handbook



**Welcome** to our School!

Grange Infant School

Franklin Road

Gosport

PO13 9TS

**Telephone:** 02392 582984

**Email:** [adminoffice@grange-inf.hants.sch.uk](mailto:adminoffice@grange-inf.hants.sch.uk)

**Website:** [www.grange-inf.hants.sch.uk](http://www.grange-inf.hants.sch.uk)





“Our children will be prepared to enjoy and succeed in the future by being resilient and respectful. Through a nurturing and inclusive environment our children will have the confidence to have a voice and be heard. They will be motivated to achieve and proud to be the very best they can be.”

## Our Grange Values 'PLANES'

P

Polite and Respectful



### I will be Polite and Respectful by:

- Listening to and looking at the person who is talking to you.
- Using our manners and speaking to people with respect
- Sharing and turn taking
- Accepting other people's views even if they are different from our own

L

Love of Learning



### I will be a good Learner by:

- Having respect for myself and thinking about how I learn best
- Persevering even when things get tough
- Choosing when it is best to work independently or collaboratively
- Learning from my mistakes

A

Aiming High



### I will Aim High by:

- Having aspirations. Wanting to be the best I can be
- Concentrating and working hard
- Using what I know to help me learn new things
- Choosing to challenge myself

N

Nurture and Care



### I will be Nurturing and Caring by:

- Showing respect for myself and others
- Taking care of our school and the resources within it
- Being helpful to others
- Being a good friend

E

Effort from within



### I will show Effort by:

- Striving to reach my goal
- Doing a 'good job'
- Working independently
- Making progress in my learning

S

Safe and Secure



### I will be Safe and Secure by:

- Making safe choices
- Walking around the school
- Making others feel safe through kind words and actions
- Knowing who I can talk to

## A Flying Start!

Here at Grange Infant School we are committed to providing a stimulating, safe and exciting environment in which to learn. We endeavour to support the children through a purposeful and relevant curriculum which encompasses security, praise, respect and care.

We have a school to be proud of and are confident that our sense of community will have far reaching implications on the children and adults alike that walk through our doors.

This handbook will provide you with some key information you will need as you join our school community:

## Who's who?

### Our Senior Leaders



Miss Myers  
Head Teacher



Mrs Poate  
Deputy Head

### The Admin Team



Mrs Fairs  
School Business  
Manager



Miss Allison  
Assistant Admin  
Officer



Mrs Bamfield  
Assistant Admin  
Officer

### Safeguarding Team



Miss Myers  
Designated Safeguarding  
Lead (DSL)



Mrs Cave  
Deputy DSL



Mrs Kennell  
DSL



Mrs Poate  
Deputy Head

## Our Governing Board



Miss Myers  
Headteacher



Mr Feilder  
Chair of Governors



Miss Steele  
Vice Chair



Mrs Reynolds  
Co-opted Governor



Mrs Fairs  
Staff Governor



Mrs Smees  
Co-opted Governor



Mrs Groome  
Co-opted Governor



Rob West  
Local Authority Governors



Louisa Trafford  
Clerk to the Governors

## Year R Team



Miss Brimecome  
Early Years Lead  
Sparrows  
Class Teacher



Mrs Vickery-Sales  
Sparrows  
Teaching Assistant



Mrs Wilkinson  
Sparrows  
Teaching Assistant



Miss Smees  
Starlings  
Class Teacher



Mrs Pounds  
Starlings  
Teaching Assistant



Mrs Russell  
Starlings  
Teaching Assistant

## SENDCo, ELSA and HLTA - Support Teachers



Mrs Cave  
SENDCo



Mrs Kennell  
ELSA KS1 / HLTA  
Home School Link



Mrs Sayer  
ELSA Year R / HLTA



Mr Price  
HLTA

## Year 1 Team



Miss Daniels  
Chaffinches  
Class Teacher



Miss Simpson  
Chaffinches  
Class Teacher



Mrs Graham  
Chaffinches  
Teaching Assistant



Mrs McKenzie  
Chaffinches  
Teaching Assistant



Mrs Collinson  
Year 1 Lead  
Robins  
Class Teacher



Mrs Lee  
Robins  
Teaching Assistant



Miss Kildea  
Robins  
Teaching Assistant



Miss Pryke  
Robins  
Teaching Assistant



Mrs Poate  
KS1 Lead  
Wagtails  
Class Teacher



Mrs Garwood  
Wagtails  
Class Teacher



Miss Evans  
Wagtails  
Teaching Assistant



Mrs Keen  
Wagtails  
Teaching Assistant

## Year 2 Team



Mrs Johnston  
Year 2 Lead  
Blackbirds  
Class Teacher



Mrs Cripps  
Blackbirds  
Teaching Assistant



Miss Fulcher  
Owls  
Class Teacher



Mrs Bound  
Owls  
Teaching Assistant



Mrs Kennell  
ELSA KS1/Thrive and HLTA



Mr Price  
HLTA

## The Lunchtime Team



**Mrs Smith**  
Lunchtime Supervisor



**Mrs Gleeson**  
Lunchtime Supervisor



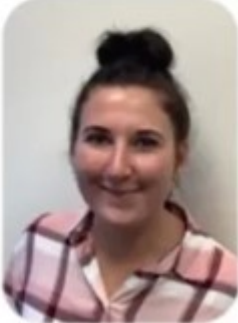
**Mrs Ward**  
Lunchtime Supervisor



**Mrs Pospiech**  
Lunchtime Supervisor



**Mrs Pounds**  
Lunchtime Supervisor



**Mrs Standley-Gray**  
Lunchtime Supervisor



**Mrs Kennell**  
Lunchtime Support



**Mr Price**  
Lunchtime Support



**Mr Dickens**  
Lunchtime Support



**Mrs Wilkinson**  
Lunchtime Support



**Mrs Bound**  
Lunchtime Support



**Mrs Vickery-Sales**  
Lunchtime Support



**Mrs McKenzie**  
Lunchtime Support



**Miss Evans**  
Lunchtime Support



**Mrs Russell**  
Lunchtime Support



**Miss Pryke**  
Lunchtime Support



## The day begins....



**School opens at 8.45am** for rolling registration 8.45-8.55am

*Latecomers must report to the office and parents will be asked to sign their child in with the reason they are late to school.*

Arriving **REGULARLY** and **ON TIME** ensures that your child doesn't miss out on the important learning activities that happen early in the day when they are most alert!!



**Morning session:** 08.45am- 12.00pm

**Playtime:** 10.40am- 11.00am

**Lunch:** 12.00pm- 1.00pm

**Afternoon session:** 1.00pm- 3.15pm



*Parents will need to sign their child out from the office if collecting their child for any reason during school hours.*

## Behaviour Policy

The school vision statement is embedded through our British Values, these were written in consultation with school staff.

### These are:

- Polite and respectful
- Lifelong learners – learning and growing
- Aim high
- Nurture and care
- Effort from within
- Safe and secure



Our school behaviour policy and our vision statement enable children who demonstrate positive attitude and behaviour to be praised and rewarded. The policy sets clear expectations regarding behaviour and sanctions that apply should children behave in an unacceptable way. The school's behaviour policy can be found on the school website.



### **The Importance of Attendance**

Regular attendance, especially in their early years at school is extremely important to help your child achieve and reach their highest potential; it sets the foundations for their future and promotes a sense of routine and structure. Experiences gained in one lesson are often developed further in the next lesson, therefore missed learning can result in your child falling behind. As a parent, you have a legal responsibility to ensure your child attends **regularly** and **punctually**. If you ever have any concerns regarding your child's attendance, please do not hesitate to speak with Miss Myers, or a member of the attendance team. We always endeavour to be sensitive to needs and personal circumstances and strive to work together and offer our support in any way we can.

### **Reporting School Absence**

If your child is going to be absent for any reason, please can you make sure you phone this through into the school office.

A message can also be left if there is no one to answer the phone.

We ask to see evidence of **all** appointments taken within school time. Please note that until evidence is seen by the school office staff, such absences will be recorded as unauthorised. These will be amended to authorised absence under the medical code, when evidence is produced. Thank you for your understanding.

Whilst we love Class Dojo and all that it offers, please can we ask that parents do not use the messaging service to report absence.

Thank you!

Grange Infant School  
A Flying Start

Regular school attendance is an important part of giving children the best possible flying start in life!

Make every minute count.

**Achieve!**

**Develop new skills**

**Make new friends**

**Have fun**

**Build confidence**

### **A child has an accident/medical need:**

Any child who has a minor accident (falling over, bumps, grazes etc.), will be seen to by the classroom/lunchtime staff team. More serious injuries are taken to the medical room and further advice sought.

All accidents are logged in the Accident Book and the child will receive a note detailing the injury, date and time, which is handed over at pickup to the parent/guardian.

In some situations, it may be deemed necessary to contact a parent/carer as a courtesy to inform them of an injury sustained at school prior to collection from school, or in some cases we may request that a parent can come to the school to assess their child's injury.

At Grange Infant School there are a number of adults trained to 'First Aid in Schools' Level.

### A parent/carer wants to discuss their child's behaviour/progress:

Every parent/carer has the opportunity to meet with their child's teacher once a term for parent meetings. Should you wish to discuss/ raise more urgent concerns prior the scheduled meetings, there is always someone here to help, to advise and to listen.

No worry, query or question is ever too big or too small!

We always have members of staff on the playground in the morning and at the end of the day, or pop into the office to see one of the office staff, who will be happy to help or able to make an appointment for you with the most appropriate member of staff.



### Homework



Reading books are sent home every day; we encourage all children to read at home at least 3 times a week, and children can use Mathletics app/website at home (log ins are provided for all children) to complete fun and friendly Maths tasks! Years 1 and 2 a themed homework project is set for each half term. The theme is set in line with topics being covered at school with some ideas are provided, but the projects really are open to interpretation! This allows your child to lead their own learning and have fun! Projects are then exhibited in a showcase before each school holiday which parents are welcome to attend and make comments on the children's lovely creations!

### Staying in touch and keeping up to date at Grange Infants

We always try our very best to keep you updated about what's happening at the school including events, trips and learning themes. In the last two years, we have moved away from paper-based communication and instead communicate with our families electronically via email, Class Dojo (our learning platform), our website and Facebook. All information can be found on these, so we strongly advise all of our families to engage with these and to check them regularly for updates:



teachers2parents

We will use email to send out letters, forms and newsletters. Texts are usually sent for reminders or quick updates and attendance messages.



ClassDojo

We use Class Dojo for class messages, homework and using individual portfolios for uploading and sharing work and photographs of your child's learning. You can also message your child's class teacher using this platform



We use Facebook as a fast way of updating you on events, news and requests.



Our website is full of useful information such as policies, school structure and staffing, curriculum overviews, a calendar and useful links.

Nurture and Care



## Special educational needs and/or disabilities

### coordinator (SENDCO)

At Grange Infant School our school logo and motto is 'A flying start' and is exactly what we strive to give all our pupils in their first years at school. We aim to support every child, including those with special educational needs and disabilities, as they develop their individual abilities and talents, in order to become successful citizens of the future.

If you ever have any concerns or worries, again we pride ourselves at Grange Infant School with having an open door policy, so please do not hesitate to pop into the office, email or phone the school office, where we will be able to put you in touch with Mrs Cave, the schools SENDCO.



Mrs Cave  
SENDCo



### Lunchtime at Grange Infants!

**All** children in Reception, Year 1 and Year 2 are entitled to a **meal, free of charge**, through central Government funding called Universal Infant Free School Meals (UIFSM). Meals are cooked fresh to order and the children love placing their orders each morning at registration. Families are not means tested so why not let your child/ren tuck in to the delicious hot meals **Hc3s** offer!

The lunch menus works on a three-week cycle to make sure there is lots of variety and choice!

Please visit their website for more information:

<https://www.hants.gov.uk/educationandlearning/hc3s/education-catering/menu-primary>



### Healthy Packed Lunches

If you decide to bring a packed lunch in for your child it is still vital to provide a healthy and well balanced diet. A healthy packed lunch should include a variety of foods that contain the nutrients that children need across the food groups, and less foods that are high in sugar and saturated fat.

**Due to allergies we ask that NO nut products are brought into school.**



### What if my child has a special requirement?

If your child requires a special diet for **medical** reasons, you will need to register with Hc3s in order for them to put a medically identified special diet menu in place at school.

You can do this here:

<https://www.hants.gov.uk/educationandlearning/hc3s/education-catering/primary/specialdiets>

You can also visit the allergen matrix here:

<https://hc3sprimarymenu.mysaffronportal.com/Menus>

# Service Families

As a school that is proud to serve military families, we recognise the importance of getting the provision right for our service children and the impact the support can have on their wellbeing and success throughout their time at Grange Infant School. Whether a parent is on deployment or shore based, our fantastic team of forces support ensures that the children have the opportunity to talk, share experiences and emotions and learn to manage their feelings alongside their peers and adults.

Therefore, when a special person goes away, by informing our staff when this occurs, we can ensure we are offering that additional **support to you and your child!**



At Grange Infant School we are extremely lucky to have 'TJ's club' offering wrap around care to not only the infant school but supporting families with children at the junior school too. They are an external company who run their provision on our premises.

If you would like any more information or need to book a place for your child, please visit the website detailed below:

[www.tjsclub.co.uk](http://www.tjsclub.co.uk)

## Pupil Premium

Although all children in reception, Year 1 and Year 2 are entitled to a meal, free of charge, under the UIFSM programme, did you know that the school can receive additional funding for children that meet the criteria below? We can claim the additional funding which is used to ensure the full range of support is available to your child.

You can check your eligibility by visiting:

[www.gov.uk/apply-free-school-meals/hampshire](http://www.gov.uk/apply-free-school-meals/hampshire)



**GOV.UK**

# School Uniform

At Grange Infant School we sell school logo sweatshirts, cardigans, water bottles, and bookbags which are readily available to purchase from our school office.

But what else is part of our school uniform?.....



We ask that in winter children wear:

- ◆ Black or grey trousers, skirts, shorts or pinafore dresses.
- ◆ White polo shirts, shirts or blouses.
- ◆ Black, grey or white socks or tights.
- ◆ School logo sweatshirt or cardigan.
- ◆ Winter hats, scarfs, coats and gloves.
- ◆ Sensible, plain black shoes (no trainers)



We ask that in the summer children wear:

- ◆ Blue or white checked dresses.
- ◆ Black or grey shorts or trousers.
- ◆ Sun hats.
- ◆ Sensible, plain black shoes (no trainers).



We also have a selection of 'new to you' uniform available upon request at the office.

Buying second hand clothes not only saves you money but is also good for the environment!

We have jumpers, cardigans, polo shirts, dresses, skirts and trousers available.

If you need any items, please just give us a call, drop us an email or pop into the office to see one of our friendly admin team any time during the school day.

Let us know the sizes you need and we will be more than happy to help.

## P.E

We ask that PE kits consist of black shorts or trackies when it is colder and a plain white t-shirt. School jumpers or cardigans can be worn on top so please avoid hoodies or other sweatshirts.

We encourage the children to wear black plimsolls or plain black trainers.

**PLEASE** make sure that all uniform is clearly **labelled** with your **child's name**. This makes it so much easier to return the items if they find their way to our lost property bucket.



## Uniform price list 2023/24

Our jumpers and cardigans come by chest size.  
To make things a bit easier, we have converted the sizes below.  
You are welcome to purchase jumpers, cardigans and bookbags directly from our office, payable by cash or cheque. We also have water bottles available for purchase at the office for just £1.35 a bottle.



£12.00



£10.25



£5.00

**Chest sizes converted:**

22"	(3-4)
24"	(4-5)
26"	(5-6)
28"	(6-7)
30"	(7-8)
32"	(9-10)

### Ordering online:

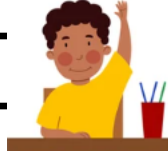
Our jumpers and cardigans are also available to order for home delivery via School Trends:  
<https://www.schooltrends.co.uk/school/uniform>



# School readiness!

We understand that starting school is an important and exciting time for you and your child. To help build these foundations so that your child can enjoy life at school to the fullest, we have listed below some key skills we aim for your child to achieve prior to starting school in September:

## Recognise their name



## Independent using the toilet

Your child will be more confident in using the toilet at school if they have had the opportunity to practice at home!



## Good hand hygiene

Helping your child wash their hands before and after food and using the toilet will make it easier for them to be independent during the school day and reduce the spread of infection.



## Dressing Skills

Let your child practice putting their coat and shoes on and off. Encourage them to attempt to dress themselves in preparation for playtime and PE at school.



## Use a knife and fork to eat



## Blow their own nose and put the tissue in the bin



## Emotional development

Can they can label how they are feeling?

Having the ability to do this will help children communicate with their friends and class adults so they feel supported and understood during their time at school and also understand others!



## Turn taking

Turn taking is a valuable skill for making friends, waiting, being patient, negotiating and problem solving. It is also an important skill that encourages communication and language development!



## Can count in order to 5 vocally

Ready for take-off!





# Helpful Links

School, parenting and family life overall can at times be a mindful! So we have listed below some websites that you may useful:



Hampshire County Council School Holiday dates:  
[www.hants.gov.uk/educationandlearning/schoolholidays](http://www.hants.gov.uk/educationandlearning/schoolholidays)



Parenting and family support:  
[www.familylives.org.uk](http://www.familylives.org.uk)



Healthy food ideas for the whole family!  
[www.bbcgoodfood.com/recipes/category/all-family-kids](http://www.bbcgoodfood.com/recipes/category/all-family-kids)



Think!- Road safety:  
[www.think.gov.uk](http://www.think.gov.uk)



Discover lots of free eBooks to support your child's learning from home! Login details will be provided by the school when they begin in September:  
[www.oxfordowl.co.uk](http://www.oxfordowl.co.uk)



[www.nhs.uk](http://www.nhs.uk)



BBC Bitesize is a free online website that's provides learning support and resources for learners ages 3 to 16+:  
[www.bbc.co.uk/bitesize](http://www.bbc.co.uk/bitesize)

Online safety:  
>[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)  
>[nationalonlinesafety.com/guides](http://nationalonlinesafety.com/guides)  
>[www.nspcc.org.uk/keeping-children-safe/online-safety/](http://www.nspcc.org.uk/keeping-children-safe/online-safety/)  
>[www.barnardos.org.uk/online-safety](http://www.barnardos.org.uk/online-safety)





# FAREHAM AND GOSPORT SCHOOL NURSING TEAM



Please contact us if you require support with your child's wellbeing. We offer advice and signposting.



farehamandgosportsn@southernhealth.nhs.uk



01489 554 991



## CHATHEALTH SERVICES OPEN MON-FRI:

Parent/carers of children 0-5 years: Text 07520615720

Parent/carers of children 5-19 years: Text 07507332417

## Parent Information Portal



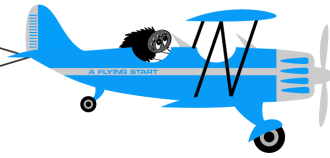
*Today's Health, Tomorrow's Future*

The Parent Information Portal (PiP) is a brand new platform designed to give you digital access to manage your appointments and much more. Contact your school nurse team to get signed up.



Scan the QR code to visit our website or go to [hampshirehealthyfamilies.org.uk](http://hampshirehealthyfamilies.org.uk)

**Aiming High**



May we take this opportunity, on behalf of the governing board and all staff, in welcoming you to Grange Infant School and wishing your child every success.

If you ever have any questions, no matter how small, please do not hesitate to contact the school Monday - Friday 8.30am- 3.30pm.

We are all more than happy to help!

Best wishes,

From all at Grange!

