



**Grange Infant
School**

Induction Booklet



Grange Infants School are proud to be part of The White Horse Federation Multi-Academy Trust

Welcome to

The White Horse Federation

The White Horse Federation runs a growing network of primary, secondary and special schools with clusters in Swindon, Wiltshire, Oxfordshire, and Berkshire.

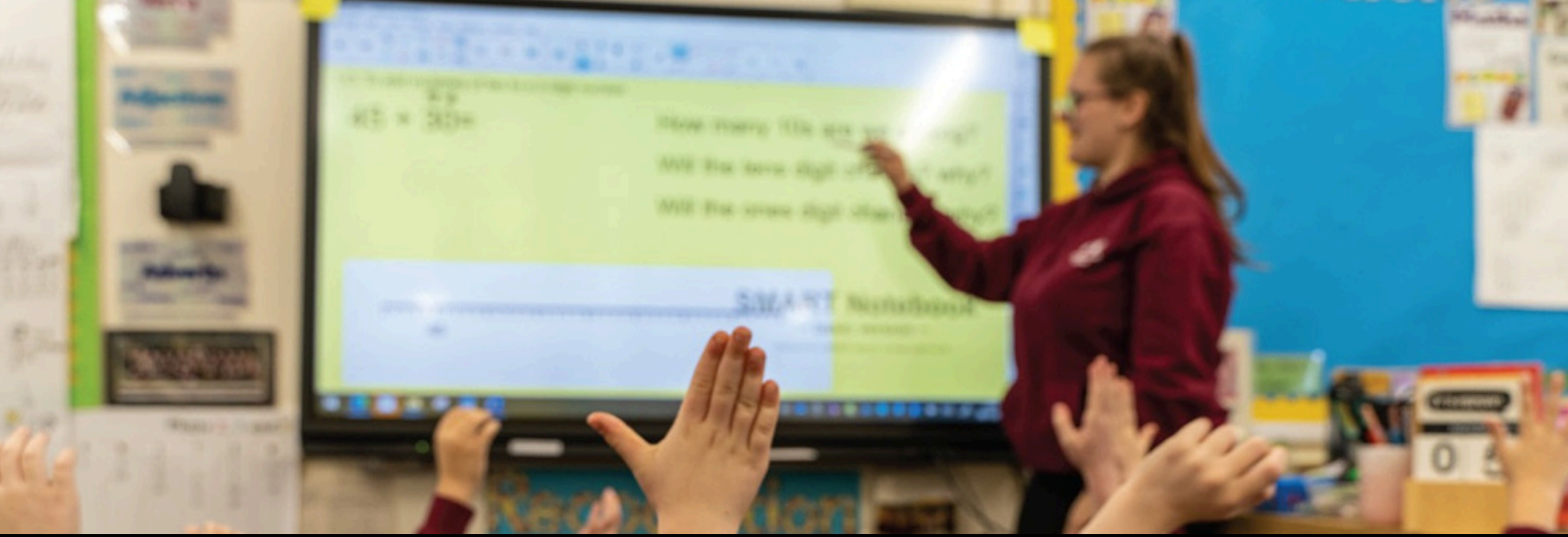
The White Horse Federation was founded with the aim of improving the life chances and raising the aspirations of young people – we want our schools to be beacons in our region; places that children and young people come, knowing we are in their corner and that we will do everything in our power to help them thrive and succeed.

The Trust believes in the power of a first-rate curriculum: such an education is the best foundation for helping young people to succeed and overcome social barriers, irrespective of their backgrounds or starting points.

Our aim is for our students to leave our schools ready to take their place in the world - well-educated, motivated and with strong leadership skills, personally accomplished and determined to make a positive and lasting contribution to the world. By forging strong partnerships with parents and carers, promoting equal opportunities, and continuously improving our practices, we create an inclusive and supportive educational community where every student can thrive and achieve their full potential.



Dr. Dan Nicholls
CEO



WELCOME TO GRANGE INFANT SCHOOL

Thank you for choosing to send your child to Grange Infant School. We are absolutely delighted to welcome you to our school in the heart of Stratton.

When a child starts a new school there is so much information to take on board and remember. You will have so many questions: what do they wear? What is the school policy on absence? What does the school do about homework? The list could go on. This handbook is designed to help answer all your questions. It has all the information that you might need to refer to in the future, even if you don't realise it now!

If you want to know something and it is not covered in this handbook, then please do check our website. It is continually updated with useful links to a whole host of information that will help you; links to what our children are learning in school, useful information about lunches, safeguarding and online safety to name just a few. If you still can't find what you are looking for, then please don't hesitate to contact the school office.

We are here to help you and your child settle into their new school so please do not be afraid to ask questions or seek advice.

We look forward to welcoming you soon.

Kind regards



Mrs Hannah Gordon
Principal

Our Vision and Values

We believe that every child shouldn't just fly, but soar! That their ambition to achieve should be boundless. Therefore, our curriculum is designed to enable all children to be able to reach their full potential.

Our curriculum is spiral where we explore, embed and extend skills taught across all subjects. It is experience and language rich which is lead through a high-quality text approach for each year group. The knowledge and skills we teach our children go hand in hand to enable them to have a broader understanding across all subjects.



Woven through this approach, we have 5 curriculum drivers that we instil in our children:

- ▶ **Curiosity**
- ▶ **Love for reading**
- ▶ **Risk taking**
- ▶ **Empathetic**
- ▶ **Imaginative**

We have ensured that our core values are woven through our curriculum to ensure that we build the whole child. Our core values are:

- ▶ **Happiness**
- ▶ **Honesty**
- ▶ **Perseverance**
- ▶ **Resilience**
- ▶ **Support**
- ▶ **Collaboration**

These values are explored through whole school and class assemblies. In addition to this, positive attitudes to learning and behaviour are celebrated

regularly throughout the week. The children are always encouraged to see the good in others through our compliment sessions and being able to nominate them for recognition.

As a school, we have high expectations and together, as a team, we are committed to providing the highest standard of education to all our children. We are passionate about constantly continuing to build upon good practice to improve standards in our school to ensure all our children achieve success. Our team of skilled teaching and support staff facilitate our children to make independent choices about their learning. We aim to achieve a happy and nurturing school environment where all children can reach their full potential as independent learners.

School Uniform

To ensure all students look smart and best represent Grange Infant School, we have a number of rules when it comes to school uniform.

The Grange Infant School Active Uniform will be as follows:

- ▶ **A white polo shirt.**
- ▶ **Black jogging bottoms, leggings, shorts or a skirt.**
- ▶ **Burgundy sweatshirt with logo / burgundy cardigan with logo.**
- ▶ **Black socks.**
- ▶ **Black trainers (all over black).**
- ▶ **Because it is an active uniform there will be no need for a separate PE kit.**

Please ensure that you name every item that your child will be bringing in to school.

Sweatshirts and Cardigans bearing the school logo can be purchased from our supplier:

PMG schoolwear - 8 Regal Way, Faringdon, Oxon, SN7 7BX Tel: 01895 809321
Email: customerservices@pmgschoolwear.co.uk

Items can be purchased online at:

<https://www.pmgschoolwear.co.uk>

Jewellery

Health and Safety is important at school. Therefore, no jewellery will be worn for PE. The school will not accept responsibility for lost items. Simple stud earrings and a watch (no smart watches) are the only form of jewellery allowed in school. Newly pierced ears need to be covered in plasters for PE.

Book-Bag

A school book bag is needed for carrying home reading records and school books which need to be in on a daily basis. Please do not put water bottles in the bag to avoid damage to school property.





School Organisation

Reception classes - Donaldson & Rosen
Y1 - Murphy & Robbins
Y1/2 - Percival
Y2 - Cowell & Fletcher

School start and finish times

Gates open:	7:45am
Children taken into school:	8:20am
Learning starts:	8:25am
Morning Break:	10:25am
Lunchtime (for all classes)	12pm - 1pm
End of day Mon - Thurs	3:15pm
End of day Friday	1:10pm

After school clubs: Please see our website for the individual clubs that are run for times and dates

Gates will open at 7:45am. There will be members of staff on the playgrounds from 8:15am waiting to greet you and your child as well as listen to any concerns or to take messages if necessary. If your child is late and arrives after the school gates have closed or the children have gone in, please go to the main school office to sign them in.

School ends at 3:15pm Mon - Thurs and 1:10pm on a Friday for all children.

We ask parents to wait in their allocated places to make it easier for our teachers to spot you in order for us to send them home. The class teacher will bring the children to the playgrounds or reception gates to see them to you.

Safety on Site



What if someone else is picking up my child from school?

If you are not picking up your child from school, you must inform the class teacher or contact the school office before the end of the day. We will not send your child home with another adult unless we have your permission. In the unlikely event that another person comes to collect, we will phone you for confirmation before sending your child home. Your child's safety is paramount.

Getting to School

The school encourages sustainable forms of travel where possible and requests that children walk, cycle (with an accompanying adult) scooter and car share. The school car park is for the use of staff only. We ask that parents do not use or block the entrance to the school car park when picking up/ dropping off pupils.

Safety on Site

Parents bringing their children to school should enter and leave the premises through the pedestrian gates which open at 7:45am. Teachers will lead the children into school at 8:20am for learning to start at 8:25am. If your child arrives late to school then please take your child into the main reception.

We ask that all children should be on time and lined up ready to go into school by 8:15am. Children who arrive after the children have been taken into school will be marked as late in the register. We also ask that children are collected promptly at the end of the school day / after school clubs. If you are unavoidably held-up, please contact the school office.

Playtime snacks and water bottles

All children in the school are provided with fruit to be eaten during their mid-morning break. The choices are usually apples, bananas, satsumas, carrots, raisins and tomatoes although it does vary depending on what is in season.

Children also need to bring in their own named water bottles everyday so that they have access to water at all times throughout the school day.

School Lunches

Children may choose to have school dinners, which is currently free to all children in the school or they may bring in their own packed lunch (or they can have a mixture over the week). Our school dinners are cooked off site at the Junior school and delivered each day to school. You will receive a menu in advance giving you the various options, so you can indicate which days you require a school lunch for your child. There is always an option of a jacket potato. All lunch orders are made through ParentPay and orders must be done by 8.00am Tuesday for the following week. It is always a good idea to book lunches for the whole term. **If you forget to order lunches for your child you will need to provide them with a packed lunch until the next date of ordering.**

If you opt to give your child a packed lunch, please label the lunchbox very clearly as well as the boxes inside so that we can return any lost items easily.

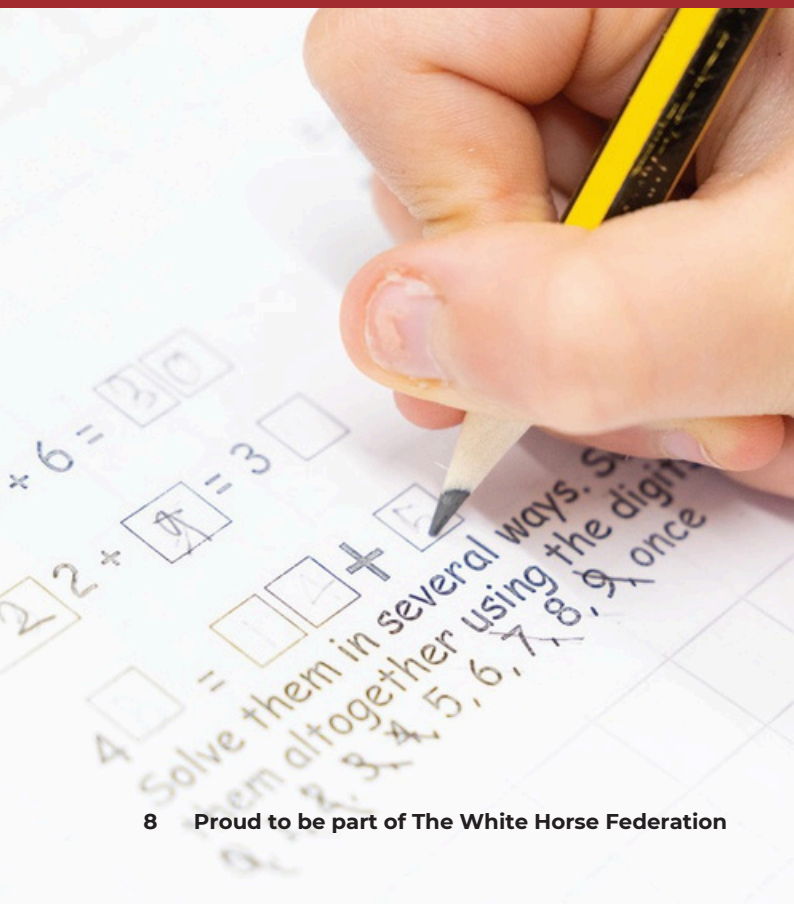
We are a **'healthy school'** and we work hard to include happy and healthy lunchtimes. Children bringing packed lunches are supervised and **we ask that children do not bring in fizzy drinks, chocolates or sweets.** We activity encourage the inclusion of fruit or vegetables as part of their lunch.



Free School Meals

Parents who receive certain benefits are eligible for free school meals. Forms are available on the local borough website. Even if your child is in Reception, Year 1 or Year 2, it is important to apply for Free School Meals because this allocates additional funding to the school for each child.

https://www.swindon.gov.uk/info/20032/schools_and_education/408/free_school_meals



Assemblies

Our assemblies either take place as a whole school in the hall, as individual classes in their own rooms or online. They follow a format of music appreciation first, followed by a welcome, a story or presentation on the theme we are exploring, discussions and questions, time for reflection and lastly to end with music.

It is through these assemblies that we explore and instil our school values and beliefs that will have a positive impact on our children. At times, visitors also come in to take an assembly, which helps to demonstrate to the children that different people are part of our community in different ways.

Monday	Celebration - whole school
Tuesday	Values - online
Wednesday	Reading for Pleasure - in classes
Thursday	What's in the news? - in classes
Friday	Singing - whole School

Children with Special Needs

(Full details of our Special Needs Policy is available on request.)

"Children have special educational needs if they have a learning difficulty which calls for special educational provision to be made for them. Children have a learning difficulty if they: -

- Have a significantly greater difficulty in learning than the majority of children of the same age; or*
- Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in school."*

Special educational provision means educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age.

Section 312, Education Act 1998 in Special Educational Needs Code of Practice P.6.

Children identified as SEND are monitored by our SENCO. Targets are set every six weeks. Parents are consulted regularly to discuss progress and additional support.



Sickness

If your child is ill and not well enough to attend school, then please contact the school by 8:30am to inform us.

We ask parents to try not to make medical/dental appointments during school times if this can be avoided.

If you are not sure if your child should attend school then please bear in mind that following any bout of sickness or diarrhoea, your child must remain absent for 48 hours after the last bout. This is to make sure they are fit and strong enough for the rigours of a school day, and also to restrict infection between other children and staff members. For any other illnesses, we would ask that you work on the principle, if you would go to work with the condition, then the child should come to school. For any child who deteriorates during the school day, parents will be contacted. No child would be made to stay at school if they are clearly unwell.

Absence Requests

Requests for absence from school need to be made on the request form available from reception or the website. Requests for absence will only be authorised in particular circumstances e.g. medical appointments that cannot be made outside of school times, religious observance, funerals/ weddings of immediate family members and participation in outside examinations. **Holiday requests will not be authorised except in exceptional circumstances or unless a parent's occupation prevents them from taking it during school holiday periods.** Proof from your employer will be required if this is the case. If you need to take your child out for an appointment during the school day, you will need to sign them out and back in again upon their return through the main reception office.

The school, along with all schools in Swindon, follow the Swindon LA guidelines of reporting any unauthorised absence of 5 or more days to the Local Authority who may then issue a £60 penalty notice to each parent for each child.

Full details of our attendance policy are made available in leaflet form to all parents or it can be found on our website.

Medicines in School

If your child is well enough to be in school but needs medication, then ideally we would ask that you arrange for an adult to come to school to administer it. If this really is not possible, we have a member of staff who will give the medicine, but the appropriate request form would need to be completed and brought to school by the parent, along with the labelled medication. No medicines should be sent in to school with your child in case it falls in to the wrong hands, and no medication will be administered without the correct form being completed. Further details of our policy, and the form, are available on the policy page of our website.

Children who need inhalers are allowed to keep them in their classrooms in a locked medication box.

Parents must keep the school informed of any medical/ health issues which could affect their child and their attendance.

Antibiotics

The school follows guidance from the School Nurse on this and children who require antibiotics 4 x a day can have a dose administered by a member of staff in school. 3 x a day can be managed around the school day and we will not be able to give this to the children.



Contact with the school

Class teachers are almost always available to discuss any problems/concerns with parents after school at collection. A phone call or email to the school is always appreciated to establish events or a convenient time to discuss concerns with you as members of staff can be involved in other meetings or after school clubs.

Throughout the school year, teachers and leaders hold informal meetings, open days or mornings for parents to visit the school where staff and explain what life and learning is like in their class.

During the school year there are Parent Consultation Evenings in the Autumn and Spring terms, where parents can examine their children's work and discuss their progress with the teacher concerned. School reports for all children are sent home in February and at the end of the school year.

If you wish to get a message to a teacher, the headteacher or the school office, please either telephone **01793 822357** or email **admin@grange-inf.swindon.sch.uk**

Website/Social Media

All of our year groups update our website on a weekly basis. Please do keep an eye on what they children have been up to via our class updates and on our Twitter and Facebook pages.

News Sway

Newsletter and all non-urgent communications are sent weekly, on Friday afternoons. These are also available on the school website.

School Rules

The school has a very clear and layered behaviour policy that is based around a culture of positive praise with a restorative justice approach that all staff offer when necessary. The school has 3 simple school rules that are instilled in our pupils. They are quite simply:

Be ready

Be respectful

Be safe

These rules are used to ensure that our children are ready to learn at all times, are respectful to all and of all equipment and the environment and lastly are acting safely around the school. These rules and high expectations are instilled in our children from day one.

Through our curriculum drivers of curiosity, risk taking and empathy, the majority of pupils attitude to their learning is positive. They are curious about what they are learning, are ready to ask and answer questions and are willing to take risks. They quite simply want to achieve and are proud of what they have produced in all lessons. Their good attitudes to learning are also supported throughout the school with the positive relationships with adults.

We expect our children to follow **'The Grange Infant Way'** which feed into our 3 school rules. The Grange Infant Way is:

We move safely and calmly

We listen carefully

We look after our things

We use our maners

We are kind to each other

These are displayed throughout the school and are instilled in our children from Reception.

Extra-Curricular Activities

After school clubs run throughout the school year. Some are run by school staff whilst others are run by outside agencies. Details for the clubs taking place each term are sent home to parents so that they can sign up for their child.

Where possible and appropriate we try to support the children's learning by arranging visits out or visitors in. We generally ask for a voluntary contribution towards the cost of this.

Home/School Agreement

On starting the school we ask that children, parents and staff to sign the home school agreement which formalises everyone's commitment to carrying out their roles and responsibilities as far as the children's education is concerned.

On the class pages of the school website you will find termly newsletters detailing the learning that will be covered during the term.

The home/school agreement can be found on page 17.





Volunteers in class and listening to readers

Any parent/carer/grandparent who is interested in helping out on either a regular or an occasional basis are extremely welcome. As we are a school that is committed to the safety and wellbeing of all the members of the school community, we do ask parent volunteers to complete a DBS check through the school first.

FoGs (Friends of Grange School)

Grange Infant School also has a very active and supportive fundraising committee called Friends of Grange School. They are responsible for organising a variety of events throughout the school year, including fayres, discos, cake stalls, fireworks, and other family events. The Friends are always looking for people to join the committee or who can simply help by supporting individual events by donating raffle prizes, making cakes or running a stall, for example. The funds raised help enrich the experiences for the children at Grange Infant School. The Friends have been responsible for contributing towards the sensory room, the enchanted garden, the timber trails, our phonics books and lots, lots more. Anyone willing to help, please contact the school office and ask to be put in contact with a member of the committee.

School Health Service

Virgicare will carry out routine health checks during the autumn terms. These will include height, weight and sight check and a hearing check for Reception children. The flu vaccine is also offered in term 2. As part of your induction pack, you will be given a health form to fill in. This is for you to give details about your child and permission to be screened.

Complaints

We hope that most complaints can be addressed informally through discussion with the head teacher or a member of staff. If at any time during your child's time at Grange Infant School, you wish to make a complaint, then you are advised to follow the school's complaints procedure which can be found on the school website. We recommend that all parents and carers refrain from using social media networking sites to discuss sensitive issues about the school.



Whole School Curriculum Intent

We believe that every child shouldn't just fly, but soar! That their ambition to achieve should be boundless. Therefore, our curriculum is designed to enable all children to be able to reach their full potential.

Our curriculum is spiral where we explore, embed and extend skills taught across all subjects. It is experience and language rich which is lead through a high-quality text approach for each year group. The knowledge and skills we teach our children go hand in hand to enable them to have a broader understanding across all subjects.

Woven through this approach, we have 5 curriculum drivers that we instil in our children:

- ▶ **Curiosity**
- ▶ **Love for reading**
- ▶ **Risk taking**
- ▶ **Empathetic**
- ▶ **Imaginative**

We have identified the barriers to learning that many of our children face and as a result, we have ensured that our core values are woven through our curriculum to ensure that we build the whole child. Our core values are:

- ▶ **Respect**
- ▶ **Perseverance**
- ▶ **Happiness**
- ▶ **Patience**
- ▶ **Kindness**
- ▶ **Independence**

We develop our values through:

- ▶ **A clear program of school assemblies**
- ▶ **Direct teaching and class discussion**
- ▶ **Staff and pupil modelling of the values**
- ▶ **Displays linked to our values**
- ▶ **Termly newsletters home to parents**

Text-led, Language Rich Approach

Our intent is for all children to develop a love for reading in order for them to have a passion to read widely and expand their imagination. High-quality text expose children to adventurous vocabulary which deepens their language skills. Questioning is at the heart of all subjects and children are empowered with the language to ask questions, voice opinions and express their emotions.

Experience Rich Approach

Our intent is for every child to be curious, imaginative and foster a thirst for learning through the experiences we provide. This enables our children to explore the wider world which compliments the lessons and ensures our children have the cultural capita they need to succeed in life.



Whole School Curriculum Intent (continued)

Curriculum Implementation

Explore - Embed - Extend

With our Early Years Framework and National Curriculum as our starting points, we shape our curriculum so that it evolves as the children grow socially, emotionally and academically. We understand the importance of immersing children in concrete, meaningful experiences before they are able to move onto a more abstract approach. Therefore, our curriculum enables children to explore, embed and extend their knowledge and skills.

Text led, Language Rich Approach

High-quality texts are used at the heart of learning. These are used to promote a love for reading, provide a wealth of vocabulary and expand imagination. Teachers explicitly plan vocabulary linked to the text or subject that the children are being exposed to. Sentence stems are used to enable children to effectively communicate and extend their learning. Questioning in the classroom by both teachers and pupils opens conversations and stokes curiosity.

Experience Rich

Experiences are carefully planned to enhance our overarching themes and the needs of the children within our community. As well as the highest quality teaching and learning we provide our children with the opportunities to:

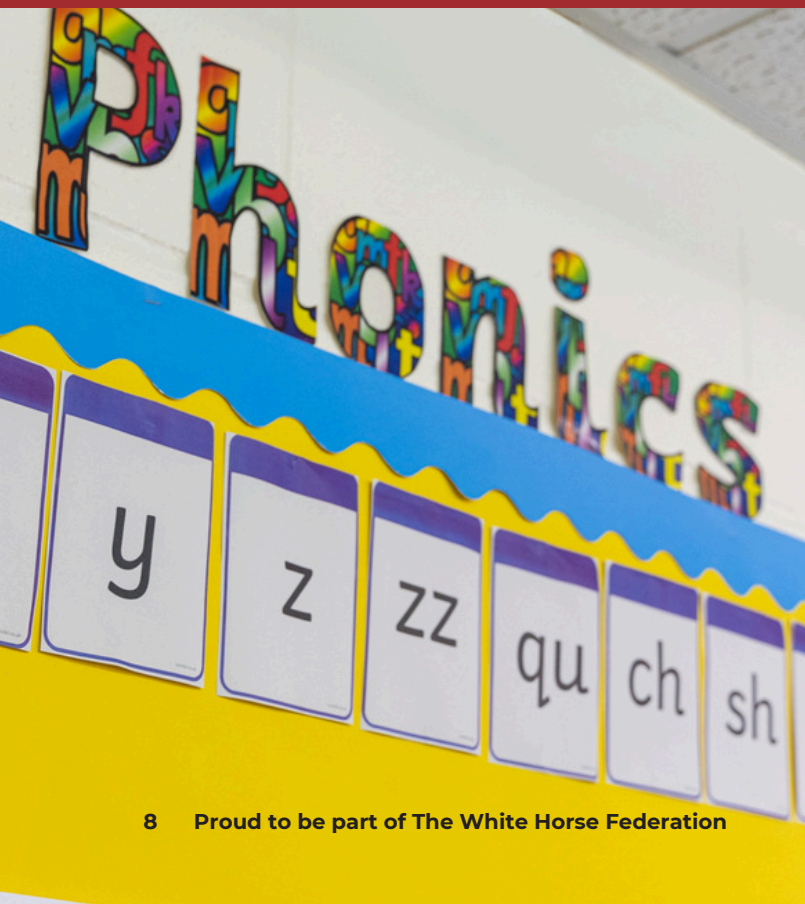
- ▶ **Visit places outside of Swindon**
- ▶ **Take part in Forest Schools**
- ▶ **Visit the local Library**
- ▶ **Learn to play a musical instrument**
- ▶ **Grow fruit and vegetables**
- ▶ **Showcase learning in a termly event**
- ▶ **Take on extra responsibility**
- ▶ **Perform in front of an audience**
- ▶ **Raise money for charity**
- ▶ **Raise awareness of global issues**
- ▶ **Take part in sports festivals**
- ▶ **Learn about different countries and cultures**
- ▶ **In school visitors and experiences**
- ▶ **Range of sporting events**
- ▶ **Learn about different roles in society**
- ▶ **Prepare nutritious meals**

We are proud to say that we are a 'Champion School' for Little Wandle

This signifies our expertise in phonics instruction, demonstrated by our successful completion of a rigorous 16-point assessment outlined by Little Wandle. As a champion school, we embrace the responsibility of sharing best practices with educators nationwide. When leaders and teachers visit our school, they have the opportunity to witness our proficiency and glean insights from our experiences.

Our journey with Little Wandle began three years ago, during which we dedicated ourselves to becoming exemplary practitioners. Through extensive training, coaching, and mentoring, we have honed our skills to excel in our field. Our commitment to fidelity to the program has empowered us to implement a systematic approach to teaching and learning, while also allowing for adaptability to drive pupil progress. With Little Wandle's support, we have fostered a culture of literacy and a deep appreciation for reading within our school community—a sentiment we're confident your child will embrace.

The impact of our expertise in phonics and reading instruction is evident in our students' fluency, confidence, and passion for reading. Not only have our phonics screening check results improved, but our KS1 reading outcomes have also shown marked progress since implementing the program. By the time our students leave us, they depart as avid and proficient readers, equipped with a lifelong skill.



“WOW! The impact of coaching & monitoring is evident. Mantras are consistent across classes and children’s behaviour for learning is excellent as routines are well established. Well done to the team!”



Proud to be a Little Wandle Champion School

We meet the Little Wandle 16 Standards of Excellence and share our best practice with other member schools

The Local Governing Body from September 2024

Principal	Mrs Hannah Gordon
Chair of Governors	Mr Ben Albone
Co-opted Governor	Mrs Frances Ambrose
Clerk to the Governors	Mrs Elizabeth Wilson

Do you want to help support the school on its journey? Then why don't you become a governor. We are looking for some dedicated parents that are willing to give up some of their time for school visits and to join meetings once a term.

If you wish to apply to become a school governor, please contact the school office on: admin@grange-inf.swindon.sch.uk or on **01793 822 357** for an application.

If you don't think this is for you, but know someone who would be great, please do encourage them to apply. We are also looking for applications from the wider community, so applicants don't just have to be from parents and carers.

Staff details from September 2024

Principal	Mrs Hannah Gordon
Assistant Principal	Mrs Emma Rudman
EYFS lead	Mrs Frances Ambrose
Year 1 Lead	Mrs Donna Saxby
SENCO	Mrs Rebecca Edgcumbe

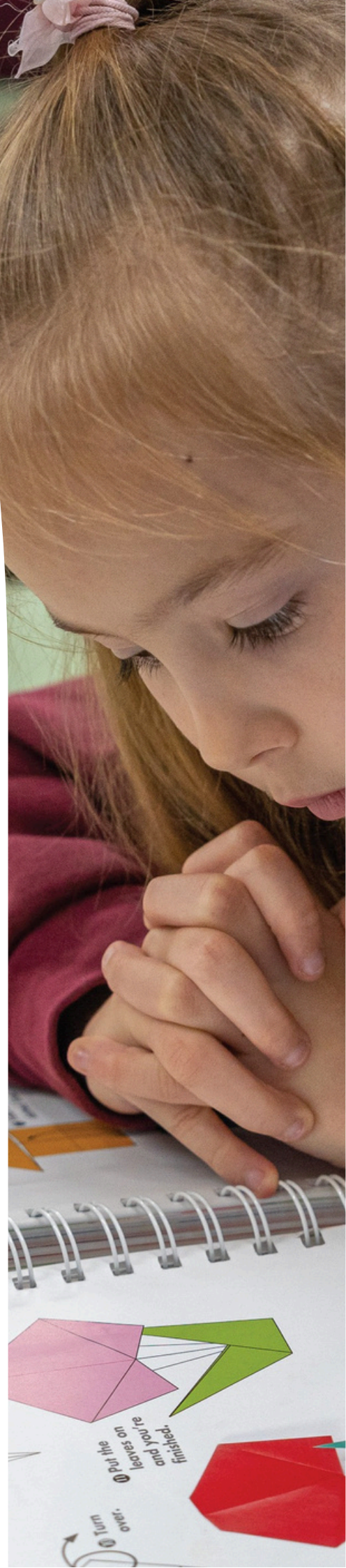
Teachers

Mrs F Ambrose
Mrs D Saxby
Mrs L Barton
Miss N Mandewo
Mrs E Rudman
Mrs K Field
Mrs S Moran
Miss H Sawyer

Teaching Assistants / Support Staff

Mrs L Hobbs
Mrs S Boughey
Mrs N Williams
Miss A Townsend
Miss H Cumner
Mrs H Farmer
Mrs A Ealey
Mrs S Boughey

Pupil Services Officer	Mrs Jo Bell
Pupil Services Assistant	Mrs Kayleigh Gee



Grange Infant Home / School Agreement

'Don't just fly, soar!'

The Staff and Governors would like to warmly welcome you and your child into our school's community. We believe that a strong partnership between the school and the parents or guardians of our children are in the best interests of our pupils in order for them to achieve their full potential. We want both parents and children to feel valued and welcome in our school.

We are legally required to ask that you enter into an Agreement of Partnership and this includes all of us keeping to the agreements and making it work. Pledges from the School Grange Infants School will do our best to make you feel welcome and valued at school, and to give you opportunities to be involved in our teaching and learning programmes. We will give you regular information about your child's progress in acquiring knowledge and skills, and we will give you early notice of any concerns we may have about learning, behaviour or relationships. We will seek in every way to help your child achieve his/her full potential both academically and socially through an excellent education.

Grange Infants School will aim to:

- ▷ Set high standards, and provide a good, quality education for your child.
- ▷ Provide quality teaching and learning opportunities which will support the individual needs of your child/ren as they progress through the school.
- ▷ Provide a safe, caring and stimulating environment, where your child feels valued as an individual at all times.
- ▷ Encourage your child to achieve his or her full potential in all aspects of school life both academically and socially.
- ▷ Care for your child as a valued member of the school community, irrespective of gender, race or Religion.
- ▷ Maintain a code of conduct which fosters a caring, secure and disciplined environment where children can thrive.
- ▷ Provide a broad and balanced curriculum for all children in line with the National Curriculum and RE guidelines.
- ▷ Provide children with suitable and purposeful homework as appropriate to their age and/or ability.
- ▷ Meet with parents to discuss individual concerns the school or parents have.
- ▷ Keep parents and guardians informed about any changes in the policies of the school, and about general school matters on a regular basis.
- ▷ Communicate timely and appropriately via text messages, letter, email and the school web site.

Signed: *Hannah Gordon*

Date: *18/09/2024*

Parent's / Guardian's Responsibilities

I/we promise that, having chosen the White Horse Federation and Grange Infant School for:

Pupil name:

I/we will accept and fully support the school's overall aims and objectives, and positively support the class teachers and other school staff.

I/we will endeavour to:

- ▷ Raise any concerns with a member of staff.
- ▷ Ensure regular attendance and punctuality (providing explanations for any absences).
- ▷ Support high standards of work and behaviour from your child/ren.
- ▷ Ensure that the school has up-to-date information for emergency contact as well as making sure the school is informed of any end-of-day child collection arrangements.
- ▷ Let the school know of any problems which might affect my/our child's work or behaviour.
- ▷ Ensure that my/our child is wearing school uniform and has the necessary equipment needed for school.
- ▷ Attend parent-teacher consultations about my/our child's attainment and progress.
- ▷ Encourage my/our child to complete homework and to take advantage of other opportunities for home Learning.
- ▷ Take advantage of the opportunities offered to learn about the teaching and learning policies of the school.
- ▷ Support school community events.
- ▷ Support the code of conduct, which seeks to guarantee a caring, secure and disciplined environment.
- ▷ Check notice boards/website regularly.

Parent/Guardian Signature(s) Date / /

Pledges for the Pupil

In order for this agreement of partnership between my parent(s)/guardian(s) and my school to be successful, I must:

- ▷ Always be ready to learn and willing to have a go.
- ▷ Listen to adults and show respect to everyone.
- ▷ Work to the best of my ability, and allow others to do the same.
- ▷ Have pride in myself and my school.
- ▷ Respect the feelings and property of other people in school and in the wider community.
- ▷ Care for the grounds, buildings, furniture, equipment and books provided at school.
- ▷ Develop independence.
- ▷ Let my parent(s)/guardian(s) or teacher(s) know if I have a problem.
- ▷ Use the internet safely as I have been taught at school.

By working together, we aim to enable to enjoy a positive and fulfilling experience at school, thereby helping all children at across the school and Federation to achieve their full potential.

Signed in class by the child, when in each year as follows:

Early Years:.....

Year 1:.....

Year 2:.....

Parent & Carer Communication Plan September 2024

At Grange Infant School we value strong communication and partnership working with our parents and carers. We aim to ensure that all of our parents and carers are aware of their child's academic progress, personal development and well-being, and are regularly updated with school updates. At Grange Infant School, our communication plan sets out how we will communicate with our parents and carers.

Communication	Detail	Frequency
Parents' Evening	Held for all pupils twice a year. These are usually held at the end of term 1 and in term 4. These consultation meetings are an invaluable opportunity to discuss a child's progress, targets, successes, attendance and possible additional needs.	Term 1 and Term 4 10 minutes per child Extended time to discuss any additional time at another meeting.
Reports	Parents and carers are provided with a written report from their child's class teacher at the end of a school year. Reports include reference to progress, attainment, attendance and a summary of how an individual child has achieved over the course of the year. A key will be sent to explain any terminology we may use.	Term 3 and Term 6.
Letters	Letters are also used as a from or communicating information to parents and when consent is sought for activities, as and when required and are emailed.	As required.
Curriculum overview	Each class will send out a curriculum overview via email of the learning that will be happening for the term for each subject.	Termly.
Text messages, e-mail and phone calls	Tapestry is used for Early Years children. This is a fundamental tool in tracking and celebrating children's learning in the foundation stage. This application can also be used to provide work for children if they are absent yet well enough to learn or if we have a need for remote learning.	As and when required.
Tapestry	Tapestry is used for Early Years children. This is a fundamental tool in tracking and celebrating children's learning in the foundation stage. This application can also be used to provide work for children if they are absent yet well enough to learn or if we have a need for remote learning.	Weekly updates.
School website	The school website is updated regularly. The school website is our main form of communication and publishes: <ul style="list-style-type: none"> ◆ Key policies, including statutory policies ◆ Class and Year group updates ◆ Curriculum updates ◆ Staffing ◆ Resources to support learning ◆ Contact details ◆ Statutory information required by the DfE 	Weekly updates.

Communication	Detail	Frequency
Additional meetings	<p>At times, it may be appropriate for the school to request additional meetings with a parent/carer or vice-versa. This may be, for example, to discuss the specific educational needs, safeguarding or behaviour of a pupil.</p> <p>Parents should contact the class teacher in the first instance to respond to. Then other school professionals may be invited depending on the matter to be discussed. This could be our Special Educational Need and Disabilities Leader, someone from our pastoral support team, Assistant Principal or Principal</p> <p>Any meetings requested as above will be minuted on a discussion/meeting record form to reflect all views and to state any actions. These notes will be shared with all involved and include time frames for action.</p> <p>Any meeting will focus on the needs and impact for your child. Other children will not be discussed as this is inappropriate and a breach of GDPR regulations. All involved in the meeting must be treated with respect and behave professionally. All views should be heard without interruption or judgement.</p>	<p>As required.</p> <p>All meetings and communications will take place within school working hours.</p>
Communicating with school	<p>If you have a general enquiry about the classroom or about your child, please contact the class teacher via the main reception email. Please be aware that during the school day, class teachers are teaching and they will not be able to respond immediately.</p> <p>If your enquiry requires an urgent response, you should call the school office on 01793822357.</p> <p>If your enquiry is linked to a complaint, please contact the class teacher in the first instance. If your concern is not resolved, then contact the Assistant Principal or Head Teacher through the school office. Further information can be found in our complaints procedures on our website.</p> <p>If your enquiry is regarding a safeguarding concern, please contact the Designated Safeguarding Lead through the school office.</p> <p>If your concern is linked to an adult's behaviour towards children, please contact the Headteacher through the school office.</p>	<p>As required.</p> <p>All meetings and communications will take place within school working hours.</p>

It is important that the school has the most up to date email address and telephone number for a parent/carer so that communication is received. Parents and carers can inform the school of any changes to their contact details through contacting our school office on 01793 822 357.



Grange Infant School

Grange Infant School
Delamere Drive
Stratton St Margaret
Swindon
SN3 4XE

T: 01793 822357

E: admin@grange-inf.swindon.sch.uk
grange-inf.swindon.sch.uk



Proud to be part of The White Horse Federation Multi-Academy Trust | www.twhf.org.uk