

# Welcome to The Greville

## Junior Information Booklet



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## WELCOME TO THE JUNIORS

May we extend a very warm welcome to you and your child to The Greville Primary School Junior Department. We hope your child will be very happy with us.

### Equipment

We are including below a list of items that would be useful for your child to have at school in September. The items are not obligatory, we do provide some school equipment, but many children prefer to use their own familiar belongings. They will also be useful to have at home.

Pencil case	Glue stick	HB pencils	Pencil Sharpener
Book bag	Coloured Pencils	Rubber	

Each child should have a painting overall (an old shirt is suitable) as this will not be provided, a shoe-bag for their PE kit, and a rucksack or a Greville book bag. Both PE bags and book bags are available from The Greville uniform supplier at £7.50 and £8.00 respectively.

**Please note that all items must be marked with the child's name.**

### Homework

This can be an important link between home and school. All junior children are expected to complete a certain amount of work at home. This is in accordance with Surrey policy. Every child will be given a homework diary and/or a reading record. Children should take their homework diary/reading record and reading book home with them each day and return them to school the following morning.

We expect children to read on a regular basis, for at least ten minutes every school night to supplement what is done in school and to encourage good reading habits. They will also be given times tables and spellings to learn on a weekly basis.

In addition, children in Year 3 and above will receive weekly homework tasks in Maths and English (the number of tasks will vary by year group). Each task should take no more than 15 minutes. If your child is unable to complete a task by the set time, please let your child's class teacher know. Please sign both reading record book or homework diary to show that reading/homework tasks have been completed.

## The School Day

Please note that the school day in our Infant department will begin at 8.55am at which time the children should be ready to begin curriculum tasks. Therefore, they need to arrive at school between 8.45 and 8.50am. There is adult supervision on the Junior playground from 8.30am. The reception department finishes at 3:20pm and Years 1 & 2 finish at 3:25.

## SCHOOL CONTACT DETAILS

The Greville Primary School  
Stonny Croft  
Ashtead  
Surrey  
KT21 1SH

Telephone: 01372 274872

Fax: 01372 278067

Email: [office@greville.surrey.sch.uk](mailto:office@greville.surrey.sch.uk)

Website: [www.greville.surrey.sch.uk](http://www.greville.surrey.sch.uk)

### Head Teacher:

Mr D Steele [headteacher@greville.surrey.sch.uk](mailto:headteacher@greville.surrey.sch.uk)

### Deputy Head Teacher:

Mrs L Hammond [lhammond@greville.surrey.sch.uk](mailto:lhammond@greville.surrey.sch.uk)

### Assistant Head Teachers:

Miss L Simpson [lsimpson@greville.surrey.sch.uk](mailto:lsimpson@greville.surrey.sch.uk)

Miss M Cushnie [mcushnie@greville.surrey.sch.uk](mailto:mcushnie@greville.surrey.sch.uk)

### Inclusion Manager:

Mrs A Williams [awilliams@greville.surrey.sch.uk](mailto:awilliams@greville.surrey.sch.uk)

## UNIFORM

Logo items are available from our supplier, The Kit Shop. Other items are widely available from high street suppliers.

### Uniform List

<b>Greville Cardigan or Jumper</b>	Logo is embroidered as standard.
<b>Greville hooded sweater or fleece (for PE only)</b>	Logo is embroidered as standard.
<b>White shirt with school tie / white open necked blouse</b>	Juniors
<b>Grey trousers, shorts, skirt, pinafore</b>	
<b>Greville T-shirt (or plain white T-shirt)</b>	For PE
<b>Plain navy/black tracksuit bottoms OR Plain navy/black full-length leggings Blue shorts</b>	Please avoid any patterns or logos, cropped or shiny leggings.
<b>Sports trainers</b>	No hi-tops, converse-style trainers, flashing lights or canvas plimsolls. Please ensure trainers are sports style, not fashion style. No studs.
<b>Grey or black tights or grey, black or white socks</b>	

### Accessories

- Space in our cloakrooms is limited - please use a **small** bag for school and avoid oversized, bulky rucksacks when possible.
- Long hair should be tied back, with functional hair accessories only in school colours.
- Please do not wear jewellery, except stud earrings.
- Please ensure ear piercings are done at the start of the summer holidays to allow them time to heal and be removed before coming to school.

- A wristwatch may be worn as long as children are able to remove it independently for sports. No smart watches.

### **ALL CLOTHING MUST BE NAMED**

Name tags, either iron-on or sew-on, can be purchased from our uniform supplier. We would recommend that ink is not used as it quickly washes out of clothes.

### **Lost Property**

Lost property is kept in a central place and can be claimed at any time. At the end of each month, unclaimed items are bagged up, kept for a further month and then are sold off in second hand uniform sales or are donated to charity.

## SCHOOL MEALS

The school meals provided at The Greville are freshly cooked on the premises every day by the Catering Team. Children will be provided with the main dish of the day, (vegetarians will have the vegetarian dish of the day). Children also have the option of choosing the Jacket Potato of the day. There is a pudding of the day and a 10% availability of a choice of fruit or yoghurt, or cheese and biscuits. The children can help themselves to the salad bar which contains three types of salad items and two types of carbohydrates. The time your child's class is called in for dinner will vary from week to week; therefore, a full choice may not always be available.

If a child has any special dietary requirements, e.g. vegetarian, religious observance, allergies to certain foods, or special diets (gluten free, etc.) please complete the enclosed Special Diet Request Form enclosed from Twelve15. **The catering staff will not be able to serve your child unless the correct form is in place.**

Meals are taken on a half termly basis, i.e. every day – Monday through to Friday for half a term. Half a term's notice is required if children want to change from school dinners to packed lunches or vice versa.

Twelve15 have stated that all meals must be ordered for the children by the school office before 10.00am on a daily basis. School policy is that any medical appointment should be notified to the teacher and school office in writing at least the day before. However, if your child has an emergency medical appointment or will be in late for any reason and you would like them to have a meal, you must notify the school office by telephone before 9.30am. Please do not leave your message regarding lunch on the absence line or via email as these messages are not always picked up before the 9.30am deadline. If for any reason you do not notify the school office and your child comes into school after 9.30am, then you will need to bring in a packed lunch.

If your child comes into school late and misses the register, they must come in via the office or make sure they come down to the office to notify us that they are here, otherwise their lunch will not be ordered for them that day.

The cost of a school meal from September 2025 will be £2.70 per day, £13.50 per week. **Our preferred payment method for school meals is on Wisepay, our on-line payment system.** Once your child has started at The Greville you will be given an individual password and log-in instructions. If you do not have access to the internet, you can use any local library that provides a free service.

There is a three weekly menu which can be viewed on the Twelve15 website at <https://itstwelve15.co.uk/>.

### **MID-MORNING SNACK**

Scientists agree that everybody, including children, can reduce their risk of heart disease and cancer by eating at least five portions of fruit and vegetables every day. On average, children in the UK eat only two portions a day.

At The Greville the children are allowed and encouraged to have a piece of fruit at mid-morning break. If you would like your child to participate they may bring in a piece of fruit to eat. Bins are provided and waste is used for compost.

I am sure you will agree that this is a good way to boost energy levels and we ask for your co-operation in sending in the correct snack.

### **MILK SCHEME**

It is mandatory for all primary schools in England to offer lower fat milk during school hours. It is free for pupils under the age of 5 years old, or to those families who are eligible for free school meals. You still need to register with Cool Milk even if your child is entitled to free milk. If you would like your child to have milk at school, please see the enclosed Cool Milk leaflet.

### **FLAPJACK FRIDAY**

On Fridays we hold Flapjack Friday which is a very popular break-time feature for the children and is a nice end of week treat. The children have the opportunity to buy a Flapjack for 30p. The contents of the biscuits we have sourced are as follows: Whole grain rolled oats (56%), sugar, sunflower oil, honey (2%), salt, molasses, emulsifier, sunflower lecithin, raising agent, sodium bicarbonate. They are sold in most Supermarkets under the Nature Valley brand and are the Oats and Honey variety.

They are made in a factory which makes products including nuts, so children with nut allergies will not be allowed to purchase them. If you are in any doubt, please let us know.

If your child wishes to participate, please send them in with 30p on Friday mornings. You will have the opportunity to pay for a whole school year's flapjack via Wisepay from September 2025.



## **SCHOOL CLUBS**

A wide range of activities are available to our children at lunch time and before and after school. Our clubs include: Cricket, Football, Athletics, Art, Guitar, Orchestra, Recorders, Choir, First Aid and many more.

If a club is to be cancelled, every effort will be made to inform you and your child the day before. In the unlikely event that a club needs to be cancelled at short notice, efforts will be made to contact you. If this is not possible your child will be supervised until the normal club finishing time.

Please be aware that we work on a 'first come, first served' basis and therefore cannot guarantee that every child will be able to join a club. When necessary, we may split children into groups and the club takes place for those children in the first or second half of term.

## **SWIMMING**

As part of the Curriculum children in Year 4 will attend swimming lessons in the Spring or Summer Term. The swimming course lasts 10 weeks and the children will be grouped according to their swimming ability. The children walk to City of London Freemen's School.

## **HOUSES**

Your child will be allocated a school house and have the opportunity to earn house points for their house. The team with the most house points at the end of term are rewarded with a house celebration. Our houses are:

**Red**

**Yellow**

**Blue**

**Green**

## **SCHOLARPACK**

Our preferred method of communication is ScholarPack. Unless you advise us otherwise, we will register your email address and mobile telephone number. Please be assured that ScholarPack is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

## **SAFEGUARDING**

Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has been exposed to, or involved in, any domestic incident. Operation Encompass will ensure that a member of the school staff, known as a Dedicated Safeguarding Lead, is trained to allow them to liaise with the police and to use the information that has been shared, in confidence, while ensuring that the school is able to make provision for possible difficulties experienced by children, or their families, who have been involved in, or exposed to, a domestic abuse incident. In our school the Designated Safeguarding Leads are Mr Steele, Mrs Hammond, Miss Simpson, Miss Cushnie, Ms Williams and Mrs Bennett. We are keen to offer the best support possible to all our pupils and we believe this will be extremely beneficial for all those involved.

## **PUPIL PREMIUM**

### **Pupil Premium**

The Government is giving money to schools to help children from lower income families achieve their very best. For every child registered, The Greville Primary School receives £1,345.

Schools are free to decide how to use this allocation, considering how best to support individual pupils with additional provision. However, we are held accountable for how we have used the additional funding to support low income families.

The Government allocates funding based on information taken from our school database on census days.

### ***How does it work?***

Are you in receipt of any of the following benefits?

- i) Income Support
- ii) Income-based Jobseekers Allowance
- iii) Income-related Employment and Support Allowance
- iv) Support under Part VI of the Immigration and Asylum Act 1999
- v) The guaranteed element of State Pension Credit
- vi) Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs)
- vii) Working Tax Credit run-on which is paid for 4 weeks after you stop qualifying for Working Tax Credit

If eligible, your child can have a free healthy meal at lunchtime saving you more than £350 a year, and the school will receive £1,345. Your child does not have to take the free school meal and the school will still receive the funding as long as you register.

The school can also claim additional funding for:

### **Children of Service Families**

The **Service Premium** is designed to support children with parents serving in the regular British armed forces.

Pupils attract the premium if they meet the following criteria:

- one of their parents is serving in the regular armed forces
- one of their parents served in the regular armed forces in the last 5 years
- one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

Schools will receive £310 for each eligible pupil.

### **Pupil Premium Plus**

The Government has extended funding to schools to provide for children who are under a Special Guardianship Order or who have been Adopted from Local Authority Care under The Adoption Act 2002. Schools will receive £2,345 for each eligible pupil. In order for the school to receive this additional funding for your child, parents/carers need to bring their Adoption Order or Special Guardianship Order to the school office for the attention of Mrs Edrupt.

We would like to assure you that any information shared with the school will be kept confidential in line with Data Protection requirements.

If you think your child may be entitled to Pupil Premium, Service Premium or Pupil Premium Plus, please indicate on the Registration form.

## HELPING IN SCHOOL

The Greville Primary School highly values parents and others who volunteer to help with school activities. We hope to encourage your support, contributions and assistance.

In accordance with DfE requirements all volunteers in school must have an enhanced Disclosure and Barring Service clearance (DBS), obtained through The Greville Primary School or have registered for the update service. We cannot accept DBS clearances that you have obtained from other organisations unless you have registered for the DBS Update Service, can produce your original certificate, and sign a consent form authorising us to undertake a check.

If you think you would like to volunteer at school, please contact Mrs Slingo via the school office and we will send you a volunteer pack with details about obtaining an enhanced DBS check.

## WISEPAY

We offer all our parents the ability to make payments online. Our aim with this service is to help to make payments to school easier and more efficient for you, whilst offering you a secure and reputable system, with the convenience of access 24 hours a day, 7 days a week, with more flexible payment options.

Wisepay is our primary and preferred method of payment.

Payments may be made for the following:

- ❖ School Meals
- ❖ School Events (including zero value items, such as concert tickets)
- ❖ School Trips
- ❖ Swimming Lessons

You are able to combine siblings onto one account to make life easier for you.

Please be assured that card details are not accessible or held at the school, all transactions are processed by Global Payments.

Access to the Wisepay website must be via The Greville school website: [www.greville.surrey.sch.uk](http://www.greville.surrey.sch.uk). The Wisepay logo and link are on the home page.

You can also download the Wisepay App, organisation code: 34698193

**Once your child has started with us you will be sent your login and password details.**

If your child is having school meals, Wisepay will back-date the payment to the start of term. Therefore, all children having school meals will be provided with lunch even if payment hasn't yet been made.

## **PUPILS' HEALTH AND THE ADMINISTRATION OF MEDICINES IN SCHOOL**

The Greville Policy has been produced following the Surrey guidelines and has been agreed by our governors. You can find the full policy on the school website.

The main points are as follows:

1. It is the parent's / carer's responsibility to ensure a child is fit and well enough to attend school.
2. The parent / carer must provide the school with full details of any health problems a child may have and keep the school fully informed of any changes.
3. If medicines are prescribed for your child, please ask the doctor if they may be taken outside school hours.
4. If medicines must be taken in school:
  - i) please provide full details of any medication requirements and ensure medicines supplied to school do not exceed expiry date.
  - ii) All medicines must be brought into the school office by the parent / carer.

Please put medicines in a plastic bag with a spoon. All medicines must be clearly named. Children should not carry medicines, except:

- a) epipens
- b) inhalers (with parental consent)
- c) travel sickness medication for use on an educational visit, which must be handed to the teacher in charge as soon as the child arrives at school
- iii) The parent / carer must complete and sign a "Pupil Medication Request" form which is available to download from our website. (In very exceptional circumstances, the parent / carer may send a signed letter which includes the required information, along with the medication, to the school office with another responsible adult).
- iv) The parent / carer must ensure the school has a phone number where s/he may be contacted in case of emergency.

5. Cough sweets may be brought in by the children but must be kept in the school office until needed.
6. NO medication is kept in school for general use.

We hope these points are clear. We are sure you will appreciate the need to clarify the situation with regard to the administration of medication to pupils in school.

## **ATTENDANCE**

The Greville's Attendance Policy has been produced following the Surrey guidelines and has been agreed by our Governors. You can find the full policy on the school website.

The Greville Primary School, along with other local schools and Surrey County Council, firmly believe that all pupils benefit from regular school attendance. Full and regular attendance at school is crucial for a child's future life chances and establishes a positive work ethic early in life. To this end we will do all we can to encourage parents/carers to ensure their children achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly. Pupils will be expected to achieve 100% attendance but when absence is unavoidable, parents/carers will be required to inform the school at the earliest opportunity.

### **Parental responsibility and the law**

Parents/carers, whose children are of compulsory school age (5-16) and are registered at a school, are responsible for ensuring that their children attend school regularly. If they do not do so they may be committing an offence under the Education Act 1996 and could be liable to prosecution or to be served with a penalty notice.

### **Registers**

Under the provision of the Education Act 1996 (s434) and the Student Registration Regulations 1995 the school must keep an attendance register.

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

## **Registration and Lateness**

It is expected that children will arrive at school on time. The classroom is open from 8.45am and the school day begins at 8.55am, when the attendance register will be taken. The registers are open between 8.55am and 9.00am. If pupils arrive after the close of the register without a valid explanation, a late mark will be recorded in the class registers. If a child arrives after 9.25am without a valid explanation it will be counted as an unauthorised absence for that session. In cases of persistent late arrival to school, the Attendance Officer will contact parents by letter.

## **Responding To Non-Attendance**

### ***Initial actions***

It is the responsibility of the parent/carer to inform the school by 9.30am if a child will be absent for any reason. When a pupil does not attend school we will respond in the following way:

- If no note or telephone call is received from the parent/carer by 9.30am, the school will endeavour to contact them that day by phone.
- If there is no response the school will try to contact the parent/carer on every subsequent day of absence.
- If, by the third day there has still been no contact made, the school will send a letter of concern to parents/carers and invite them into school to discuss their concerns and the reasons for the absence.
- In line with the Education Regulations (Pupil Registration) Regulations 2006, all unexplained absences of 10 days or more are required to be reported to the Local Authority.

### ***Frequent absence***

***Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is unhelpful to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.***

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s by:

- Letter sent to parents stating concerns and offering support.
- Phone call made by Assistant Headteacher (Pastoral).
- Meeting at school with Assistant Headteacher (Pastoral).



Education Welfare meets with school staff on a termly basis to discuss attendance concerns. If schools are unsuccessful in resolving the issues the school will refer to Education Welfare.

### **Persistent Absence (PA)**

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Any absence has an impact on a child's educational achievement and we need parents' fullest support and co-operation to tackle this.

The DfE and the Local Authority monitor the levels of PA children and levels of absence in all schools.

Attendance of all pupils is tracked and monitored carefully through class teachers noting attendance patterns.

Parents will be informed on a regular basis of their child's attendance

### **Request for leave of absence**

**In normal circumstances holiday requests will be considered to be unauthorised leave of absence.** Any appeal will be heard by the Governing Body, whose decision will be final.

All other requests for leave will be considered on a case by case basis by the Governing Body that may, at its discretion, delegate some decisions to the Headteacher. Again, the decision of the Governing Body will be final.

If a family needs to request absence in term-time then an Application for Leave of Absence in Exceptional Circumstances Form must, wherever possible, be completed prior to the leave date and preferably at least two weeks before. This form can be obtained from the website or the school office. Holidays taken without the permission of the Governing Body may result in legal action being taken against each parent.

### **Dental and medical treatments**

Whilst the school will grant requests for absence for dental and medical treatments, parents/carers are encouraged, whenever possible, to book medical and dental appointments outside of the school day. When appointments during school hours are unavoidable, the school office or class teacher should be notified in advance in writing, of the date and time of the appointment and when the child will be collected and/or returned to school. Evidence of the appointment may be requested.

### **Penalty Notice**

The Education Welfare Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

The amount payable on issue of a Penalty Notice is £80 if paid within 21 days of receipt of the notice, rising to £160 if paid after 21 days but within 28 days. If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

### **Circumstances when a Penalty Notice may be issued**

Education Welfare may issue a Penalty Notice to parents/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or Education Welfare Officer.

Where a child is taken out of school for a holiday during term time for 5 days or more without the authority of the head teacher, **each parent** is liable to receive a penalty notice for each child. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised.

Pupils identified by police and education welfare officers engaged on Truancy Patrols and who have incurred unauthorised absences.

Where attendance has fallen below 90% and there are no less than 10 unauthorised sessions during the half-term (this can include late arrival after the close of registration where the U symbol has been used denoting unauthorised absence). The lateness will be recorded in accordance with the 'Registration and Lateness' section of this policy.

**With the exception of unauthorised holidays taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.**