



The Grove Primary School Parent Handbook

...every moment matters!



EQUA Mead
Learning Trust
Every Child, Every Chance

Welcome to The Grove Primary School

The Grove Primary School is a Community School for boys and girls between the ages of 4 - 11



years. It was built in 1969, with further accommodation added in recent years. There are now 16 classrooms including 2 Resource Base classrooms and, in keeping with the local neighbourhood, each class is named after a type of tree i.e. Sycamore, Hazel, Oak etc. We have recently completed an exciting building project with the construction of a brand new Upper Key Stage 2 building - Years 5 and 6 - which also houses our KS1 and KS2 Resource Base classrooms. We also benefit from an on-site bungalow, which is used as a

teaching space during the school day as well as for running our wrap around provision from 8am-5.30pm - Tree House Club.

Children start in Year R, the Reception Year, and then move into Key Stage 1 (Year 1 and Year 2) and then Key Stage 2 (Years 3 to 6).

School Organisation

The school is organised on a one teacher to one class basis or, in the case of a job share, two teachers to one class. The class teacher is responsible for the planning of the lessons to be taught within the guidelines of the school's curriculum structure and the National Curriculum. This planning is undertaken collaboratively with teachers who teach the same year group to ensure consistency across the year group. For some subjects (e.g. Phonics, Spellings, Maths) the children may be mixed up within their year group cohort and taught by members of that year group team or specialist Higher Level Teaching Assistants (HLTAs).

The composition of each class is primarily determined by age and the numbers in each class may vary from year to year. Government regulations prevent us, under normal circumstances, having more than 30 in a Key Stage 1 class. For some subjects, there may be an exchange of teachers to provide specialist teaching for example in Music and/or P.E.

Children are expected to complete homework which is always set to be appropriate to the child's age and ability. Our Homework Policy explains this in more detail and can be found on our website.

School Aims

We aim to promote a rich and fulfilling primary experience so that every child will have the opportunity to achieve their full potential. This should be achieved within a safe, happy and supportive environment which recognises and celebrates each child's unique talents, skills and interests. We strive to ensure that all children will learn:

- How to become motivated, confident, independent, happy and successful learners
- To develop an empathy and understanding of one another and of the lives of people around the world
- To develop creativity and imagination



We want our school to be a happy place where children and staff enjoy being together and, as a result, achieve all that they are capable of. Our older children support younger children in the playground as 'buddies' and our house system promotes positive relationships across year groups as well as a focus on team work.



Admissions

We are a Community School and our admissions are controlled by the Local Authority. All children start school in the September following their fourth birthday. All parents must apply for a place at their preferred school as spaces are not automatically allocated. To apply, a Wiltshire Council form must be completed which is available from September each year online at www.wiltshire.gov.uk or from The School Admissions Team at County Hall, or the School Office.

Joining The Grove (other than at Reception age)

If you are moving into the area and your child is above Reception age, please arrange to visit the school and complete a transfer form which can be obtained from the School Admissions Team at County Hall. We will work together to ensure that there is a smooth transition for your child. We always offer children a session to meet their new teacher and classmates to ensure they feel prepared for the transition and integrate into our school community as quickly as possible.

Starting School

Starting school is an important milestone. It is our aim that it should be a positive experience for both you and your child. It is also the beginning of a partnership, which we value greatly.

In early June, parents will be invited into school for a 'New Parent Information Evening' where they will have an opportunity to meet the Reception Team, find out more about life at The Grove and ask questions about starting school.

Following on from this, and during the summer term before your child starts at The Grove, parents will be given details of our 'Induction Programme'. The details will vary from year to year but will be designed to help your child make that important transition from home to school life and will normally include nursery/ childcare setting visits, home visits and stay and play sessions.

You will be given an 'Essential Information Booklet' which requests a wide range of information to help us get to know and support your child. We request that this form is completed and returned to the school office before your child's first visit. All parents and carers must also sign and return our 'Home School Agreement', which is our general consent form.

During your child's first visit, you will be invited to stay with your child. Your son / daughter will have the opportunity to become familiar with the school, the teachers and their new classmates. There will also be opportunities for you to meet the Headteacher, or another member of the school's Senior Leadership Team, and your child's teacher.



Finding out about Your Child's Progress



We have two formal Parent Evening meetings a year, where you will be invited to come along and talk about your child's progress and discuss any concerns that you may have with your child's teacher. We also encourage informal contact between parents and teachers during the rest of the year and we operate an 'open door' policy with regards to communication.

Throughout the year, we keep a record of your child's experiences and achievements and you will receive a mid-year report and an end of year report to update you on this.

Parents are also welcome to visit the school by appointment to discuss their child with other staff, as appropriate, such as the SENCo, Family Link Worker. Deputy Headteacher or Headteacher. Preferably, discussions with the teachers should be held at the end of the school day. Appointments are often available immediately but if the concern is urgent, please contact school, by telephone if necessary, so that any investigations can be carried out before the discussion takes place.

Parents in School

We really value parent's assistance in school. If you feel you can help, even for an hour or so each week, please contact your child's class teacher. The school has information for all volunteers and this will provide you with practical information about your role in school as well as fulfilling safeguarding procedures.

Parental involvement in classroom activities is left to the discretion of the class teacher but this often takes the form of listening to children reading, talking with children, helping with times tables or within other curriculum areas such as swimming and trips.

The School Day

	Reception	KS1	KS2
8:30 – 8:40am	Enter via the yellow gate at the front entrance.	Enter via the yellow gates at the front entrance and KS1 doors. Parents can leave children at the meet and greet drop off point with a KS1 member of staff.	Enter via the KS2 entrance and across the playground to the meet and greet area for Year 3 and 4 at the entrance to Grove Square. Years 5 and 6 go straight into class.
8:40am	Register	Register	Register
3:10pm	Sycamore Class- Parents Collect from the white EYFS Door Laurel Class- Parents collect from the KS1 Corridor entrance	Year 1- Parents collect children from the external Year 2 classroom doors Year 2- Parents collect children from KS2 playground (bottom of the playground)	
3:15pm			Parents collect children from KS2 playground For Years 5 and 6, parents can give permission for children to walk home alone or with peers. Consent for this will need to be confirmed in writing.
4:10pm KS1 finish 4:15pm KS2 finish		After School Club activities	After School Club activities

All children are in the care of their Class Teacher or a Teaching Assistant during lesson times. At mid-morning break, there are various adults (Teachers and Teaching Assistants) on duty in the playground. At lunchtime, Teaching Assistants and Midday Supervisory Assistants undertake supervision in the playgrounds alongside support from the school's Senior Leadership Team and Inclusion Team.



Pupil Premium

As you may be aware, the Pupil Premium Grant (PPG) was introduced in 2012 with the aim of addressing the gap between the achievements of children. Application forms for the Pupil Premium grant are available in the school office.

What could this mean for my child?

At The Grove, we use this money for a wide variety of resources and activities such as:

- 1:1 support in Reading, Writing and/or Maths
- Additional Teaching Assistant support
- Delivery of bespoke interventions
- Support from a Family Link Worker
- Emotional and social support
- Reduction in the cost of clubs
- Reduction in the cost of trips and residential



Coming to school

We encourage children to walk, cycle or scoot to school as this is in keeping with our 'Healthy Schools' and 'Eco Flag' statuses. All bikes and scooters can be left securely in the school grounds, as there are bike/scooter parks on both Key Stage 1 and Key Stage 2 playgrounds. However, no bikes or scooters may be ridden inside the school premises for safety reasons. We would also strongly advise that children are not allowed to cycle to school until they have demonstrated a good level of proficiency so that they can cycle safely.



The school operates a voluntary one-way system from Silver Street Lane to College Road during peak times. We ask that all parents / carers and site visitors adhere to this between 8am - 9am and 2.30pm - 3.30pm, Monday - Friday.

Parking

At The Grove, we strive to maintain very positive relationships with the local community and residents, this is incredibly important to our school. As the school has grown in size over the years, parking spaces outside of the school grounds have become increasingly limited. We ask that, where possible, children are walked to and from school. We understand that this isn't always an option and we kindly request that, when you need to use your car to bring your child to and from school, you park with care and consideration. **Hazel Grove is a strict no parking zone between the hours of 8am – 6pm.** Parents and Carers are required to sign our 'Considerate Parking Pledge' as part of The Home School Agreement.

Please do not, under any circumstances, block driveways or park illegally in Hazel Grove as this causes negativity between our neighbours and the school.
Thank you.

Stop & Drop (Years 1 – 6 only)

Each morning, from 8.25am to 8.40am there is a Stop & Drop system in place outside of the school entrance for parents and carers of The Grove. This facility allows parents the opportunity to drop their child safely at the school gates without the need to park and leave their vehicle. This means that children are escorted from the car and directed on to the school grounds by a supervisor. For safety reasons, and to ensure a smooth, settled start to the school day, Reception children **should not** be using the Stop and Drop facility.

Leaving School

Parents and Carers of all children should wait in their designated area and staff will oversee the release of our younger children into the care of their parents or nominated person.

Absence from School due to Illness

- In the event of illness (or any other reason for absence) parents/carers must telephone the school office before 8:30am 01225 755242 (Option 1) to notify staff of their child's absence and the reason for this absence. If the absence is to continue for more than one day, parents/carers should telephone the school on subsequent days, again before 8:30am, unless they are able to give an exact length of time on the first day of absence.
- There is a dedicated messaging service to report pupil absences, please dial our main school office on 01225 755242 (Option 1). It is also possible to report a pupil absence by email to **absence@thegrove.equamead.org** this can be done 24 hours per day.
- Parents/carers should inform the school if a child's absence is due to a traumatic/significant event which may need to be dealt with sensitively. This is so that the school can respond appropriately to the emotional needs of the child on his/her return.
- Where the school has not been notified of a child's absence, parents/carers will be contacted to confirm that a child is absent and to obtain the reason for this absence. We will use the telephone contact details that parents have provided us with, please ensure you update us with any changes to phone numbers.
- Where the school has not been notified of an absence and it is not possible to contact parents/carers to establish the reason for absence, the school is obliged to mark the pupil's absence as 'unauthorised'. After 3 consecutive school days, if we do not have confirmation of where the child is, a member of the school's Safeguarding Team will conduct a home visit.
- If a child suffers from sickness or diarrhoea, he/she should remain at home until 48 hours after their last episode of illness.
- Head lice – We do not expect children to be absent from school due to head lice but we do expect all parents to regularly check children's hair and treat straightaway, if necessary, to reduce the spread of head lice. We will send out a ParentMail message if there is a known case of head lice in your child's class.



Illness during the School Day

Please ensure the school has up to date telephone numbers so that we can contact you in cases of accident or emergency.

Staff will deal with minor cuts, grazes and bruises. We cannot generally accept responsibility for giving medicines. If it is necessary for a child at school to receive medicine, parents should come in to administer this to children. Medicines will be administered by staff in school, only when it is prescribed by a doctor **4 times daily**. Parents will need to complete a medication

form prior to leaving any medicines at school. Further information regarding medications being held in school can be found in our Home School Agreement.

If your child has a long-term medical condition i.e. asthma, we request that your child must have a reliever inhaler in school at all times.

Extended Absence from School

Schools may only authorise absence in exceptional circumstances.

These include:

- exceptional family circumstances, such as a bereavement/religious observance/wedding of a close family member
- unavoidable medical/dental appointments (although it is the school's expectation that every effort should be made to secure routine doctor/dentist appointments out of school hours or during the holidays)
- absence, within reason, for external exams such as ballet and music and to attend elite events (e.g. National Youth Orchestra)

Please note that ***holidays are not considered a reason to authorise absence in term time***, with the exception of the children of armed forces personnel on leave from active service. When applying for extended absence, you must complete an 'Absence Request Form', which can be obtained from the school office or downloaded from the school website www.grove.wilts.sch.uk.



The completed form should be handed in to the school office **at least 5 days in advance**. The form or a letter will be returned to you indicating whether the request has been authorised or unauthorised in line with the requirement for 'exceptional circumstances' indicated above.

It is important to note that holiday absence during term time:

- **WILL** affect your child's learning
- **WILL** put additional pressure on class teachers and support staff

Penalty Notices

Your local council can give **each** parent a fine of £160, if paid within 21 days this is reduced to £80. If you do not pay the fine in 28 days, legal proceedings will be taken through the magistrate's court for unauthorised absence. Penalty notices can be issued where a pupil has accrued 10 unauthorised sessions (5 days) within a rolling 10 week period. Parents can only be issued a maximum of two penalty notices for each child within a three-year rolling period.

Photographs

During your child's time at The Grove Primary School, we may wish to use (for the purpose of displays, creating class books, or for publicising or promoting school activities via the school website or social media) photographs or images of your child including photographs taken by The Wiltshire Times or other publications. In such cases, the children are not identified by name.

This may include pictures taken of school fetes, fundraising events, school plays, class photos, sports days, Christmas concerts and residential trips. If you do not wish for your child's photo to be used in any of these ways you will be able to indicate this on our data collection form or via your Arbor login.

The school is **only responsible for photographs taken by the school or an authorised agent of the school** and cannot be responsible for photographs taken by third parties (such as parents). The media are not subject to the Data Protection Act or these guidelines and the school cannot prohibit the media from taking pictures or using the names of any child, however we endeavour to liaise closely with the local press to agree acceptable images of school activities.

Residential Trips

There are currently two residential trips which children are invited to attend. A 3 day residential trip in Year 4 and a 5 day residential trip in Year 6. These trips greatly enhance children's learning by allowing them to develop their social skills and independence along with experiencing the world outside of school. Parent meetings are arranged well in advance of the departure dates so that parents are kept well informed and to make payments using our payment plan.

Extra-Curricular Activities

A wide variety of after-school clubs are organised which vary from term to term. All finish between 4:00pm-4.15pm. Clubs include Football, Cheerleading, Choir, Art and Homework as well as many more. Some of these clubs are run by outside agencies others are run by school staff. Our clubs carry a small charge which is billed through ParentMail or by the external provider. The school makes every effort to ensure that parents have club information well in advance of the start of the Autumn, Spring and Summer terms.



We want our clubs to be varied and enjoyable and would encourage all children to take part in these exciting activities. We offer school-led clubs at half cost for our Pupil Premium (FSM) pupils – external clubs are full price for all children.

Before and After School Club – 'Treehouse Club'



We are delighted to offer wrap around childcare for all children at our school. Our school staff run a Before and After School Club on site, from our bungalow at the front of the school, which any pupil at The Grove Primary School can access. There are a wide range of exciting activities for the children to do, for example crafting, reading, playing Lego, puzzles and many more.

For any families interested in our Treehouse Club provision, there are options to book before and after school each day:

- Early morning club **from 8am** until school starts - **£4.50** (breakfast is not provided)
- After school club until **4.20pm**- **£4.50**
- After school until **5.30pm**- **£8**

All registrations, bookings and payments are currently processed by FUNdays Club Ltd. Before parents can book, they must have registered with FUNdays Club online www.fundaysclub.co.uk. Sessions available for booking can be found and booked at www.fundaysclub.co.uk and the school office does not deal with any wrap around care enquiries.

Please use FUNdays club for general enquiries thegrove@fundaysclub.co.uk or telephone 07919443766.

Universal Free School Meals

The Children and Families Act 2014 placed a legal duty on all state-funded schools in England, including academies and free schools to offer a free school lunch to all pupils in Reception, Year 1 and Year 2 from September 2014.

Lunches

An excellent variety of homemade school meals are cooked from scratch in our kitchen and available daily at a current cost of £2.75 per day. These meals are freshly prepared and meet the strictest nutrition standards. Two choices of main meal are offered daily (one meat and one vegetarian). Examples of what could be on the menu are - sweet & sour chicken, roast dinner, lasagne, fishcakes and chips, homemade pizza. We also offer various themed lunches throughout the year such as our Harvest Feast and Christmas Dinner! All children have an alternative to the main meals of the day and can choose to have a jacket potato which is available with a variety of protein fillings ie. cheese, beans, or tuna mayonnaise.

The kitchen also offers a healthy, packed lunch service (a picnic lunch) for all children. This consists of a sandwich with a ham or cheese filling alongside three choices of the following: Fruit, yoghurt, fruit jelly, pizza baguette, vegetable sticks, crackers, cheese portion, popcorn and homemade cake (such as flapjack, iced sponge, rice crispy cake).

We operate a 3 week rolling menu system which we ask parents to order via Arbor on a termly basis. Key Stage 2 parents should pay via Arbor for school lunches in advance by the Friday before the meals are due to be taken. Although Foundation and Key Stage 1 children's lunches are free, due to The Universal Free School Meals scheme, we ask that they are ordered in the same way.

It is very important that we are aware if your child is entitled to Free School Meals. The school receives vital extra funding for all children who are entitled to Free School Meals. Our Admin Team will be happy to help you with any aspect of this.

Our lunch menu for the week can be found on the school website.

If you prefer, your child may bring their own packed lunch from home, facilities for packed lunches are provided (including water). We encourage you to provide a healthy, balanced lunch and would

recommend only one “treat” food such as a packet of crisps, a biscuit or a cake. Please do not send drinks in breakable containers and ensure that lunchboxes are clearly named. Fizzy drinks, chocolate bars and sweets are not allowed in school. For more information, please see our Healthy Packed Lunch leaflet.

In order to protect children at The Grove Primary School with nut allergies, the school asks that children are not sent into school with any food item containing nuts for consumption at any time of the school day. We are a ‘Nut Aware’ school and this is an essential part of our Safeguarding for pupils.

Snacks

A full guide can be found on our school website, under school dinners. [The Grove Primary School - School Dinners](#) We currently provide free fruit and milk for all our Foundation Stage and Key Stage 1 children. Children may bring a small snack of fruit or vegetables to eat during mid-morning break from home if you prefer. These can only be fresh fruit or vegetables or dried fruit such as raisins. We do not allow fruit winders or yoghurt covered fruit.

We do not allow ‘chewing gum’ at any time.
We are a NUT FREE school.

Water

Please supply your child with a named, sports style bottle of water, or weak squash. This is especially important during hot weather.



Sun Protection

During the summer months, we ask that children bring a named sun hat in to school to wear at playtimes and lunch times. Sun cream should be applied before children come to school. Our Sun Safety Policy can be found on our school website.



Behaviour in School

It is a primary aim of The Grove Primary School that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school's Relationships and Behaviour Policy is designed to enable all members of the school to work together in a supportive way. It aims to promote an environment in which everyone feels happy, safe, secure and valued.

The school has a number of rules and our Relationships and Policy is not primarily concerned with rule enforcement. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

In line with the school’s areas of focus around the acronym “LEARN”, we want to support all children to develop the following learning behaviours to benefit them during their time at The Grove and beyond:

- Lead yourself well
- Endeavour to always do your best
- Aspire to know/do more than you could yesterday
- Respect your learning environment
- Nurture those around you by prioritising kindness

Occasionally, we do need to speak to parents with regards to their child's behaviour but most of the time, it is managed within school.

We provide a safe environment for our children to learn and play. We have security locks on outside doors and locked fencing and gates around the perimeter of the building. Access can only be gained during the school day via the main entrance doors which are controlled by the office staff. In addition to this, many of our external doors, which separate the key parts of the building i.e. EYFS and KS1, are fobbed to ensure only staff can move between them freely and to support our safeguarding of all children.

School Uniform

- We believe that school uniform is important because:
 - it contributes to a sense of belonging and fosters a feeling of pride in the school;
 - it takes away the need for children to decide what to wear on a daily basis;
 - children need not be worried about issues of fashion or competitive dressing;
 - it promotes equality of opportunity;
 - it looks smart and makes a firm distinction between school and home.
- We ask that all parents/carers support the school by ensuring that their children wear the uniform, in line with the Code of Conduct, and we encourage them to maintain a good standard of clean and tidy dress within school. The existence of a school uniform does create an even greater need for all items of clothing to be marked with the **owner's name**.
- Uniform for any individual may be modified in the light of cultural or disability issues or special needs. Parents/carers should contact a member of the school's Senior Leadership Team to discuss their child's needs.
- Extremes of dress or appearance are not acceptable and school leaders reserve the right to decide what constitutes 'extreme'.
- As a reward for children wearing the correct uniform during the year, the school has a policy that children may wear their home clothes when it is their birthday to celebrate this special occasion. If a child's birthday falls on a weekend they may choose the Friday or Monday either side of the weekend and, if it falls during a holiday, they may choose the first or last day either side of the holiday. This policy is in line with each academic year so begins on the 1st September. **We ask that this is instead of pupils bringing sweets, treats or cakes into school on their birthday.**
- The acceptable dress for boys and girls is given below:

Main Uniform	SHOES	
Plain or 'The Grove' logo navy blue jumper or cardigan. Plain white shirt, polo shirt with or without 'The Grove' logo Plain grey or black trousers Plain grey or black knee length shorts Plain grey or black skirt or pinafore dress Blue and white summer dress in gingham, stripes or check Grey tights or white socks Clothes worn for religious reasons	Plain black or navy shoes with a flat heel and no platform. No trainers outside of PE lessons. Flat sandals (navy, black or white) are allowed but not 'jellies'.	
	<th data-bbox="798 340 1457 378">PE KIT</th> <td data-bbox="798 378 1457 1025"> Plain navy blue t-shirt or 'The Grove' logo PE top. Plimsolls or non-marking trainers to be worn in the hall, practical outdoor trainers for outdoor PE. Plain navy blue jumper or school jumper. Plain black tracksuit trousers / Plain black shorts/ Plain black leggings If your child attends, any school sports clubs, please ensure they are wearing school uniform and bring any sports kit separately. </td>	PE KIT
HAIR & HAIR ACCESSORIES	HATS AND SCARVES	
Hair should be tidy and contained. Extreme styles and/or dyed hair are not considered appropriate for school. Hair accessories such as slides, ribbons, bobbles, etc. should be simple, discrete and in school colours.	Hats are not to be worn inside the school building and scarves should be removed on arrival at school and not worn during lessons. In hot weather we particularly recommend that hats be worn outside.	
MAKE UP	HOT & COLD WEATHER	
Make up and nail varnish are not allowed to be worn at school and will be removed at school following an initial warning.	Please ensure that your child is sent to school in clothes appropriate to the weather, with hats in the summer and warm coats, hats and gloves during the winter.	
Where can you purchase school uniform?		
School Uniform is available from Trowbridge Schoolwear, Stallard Street, Trowbridge. Uniform can also be purchased second-hand throughout PTA- POTS. Ask at the school office for an order form and additional information.		

Jewellery

Jewellery should not be worn at school as it can cause injury during P.E. sessions or at playtimes. If your child wears earrings they should be studs. Bracelets, necklaces and rings should not be worn. We cannot accept responsibility for looking after jewellery. Children are not allowed to wear make-up or nail varnish.

The Curriculum

Children in Early Years Foundation Stage (Year R) follow the guidelines for the EYFS curriculum. The rest of the school follows the requirements of the National Curriculum.

Teaching approaches vary from class to class depending on the ability and age of the children. Teachers have to be sensitive to the different abilities and interests of the children, both as a group and as individuals, so that the range and pace of the programmes of study are appropriate.

Our vision is for The Grove to be a place where every child receives an exciting, rich and varied curriculum which supports them to make the very most of their abilities. Alongside ensuring we fully deliver the requirements of the National Curriculum, we want our Grove Primary School Curriculum to reflect the context and interests of our school and community. To that end, we have created a progressive, topic based curriculum, which is brought alive by opportunities that engage and motivate all children with their learning.

Termly topics, on a wide variety of themes, provide opportunities for us to take part in The Grove's 'Great Debate'; immerse ourselves in a whole class book; think about our place in the world and looking after the environment; make great use of our fantastic outdoor grounds; develop lifelong learning skills; the list goes on...



Our children talk enthusiastically about their learning and our teachers thoroughly enjoy working towards our next great adventures!

The Curriculum in Detail

English

The development of the language skills of Reading, Writing, Speaking and Listening are essential in all learning and are developed across the entire school curriculum.

Phonics

At The Grove we use Sounds-Write (a stand-alone linguistic phonics programme that is acknowledged by the DfE as meeting ALL its criteria for an effective phonics teaching programme) to teach the children to read, write and spell using the sounds of language.

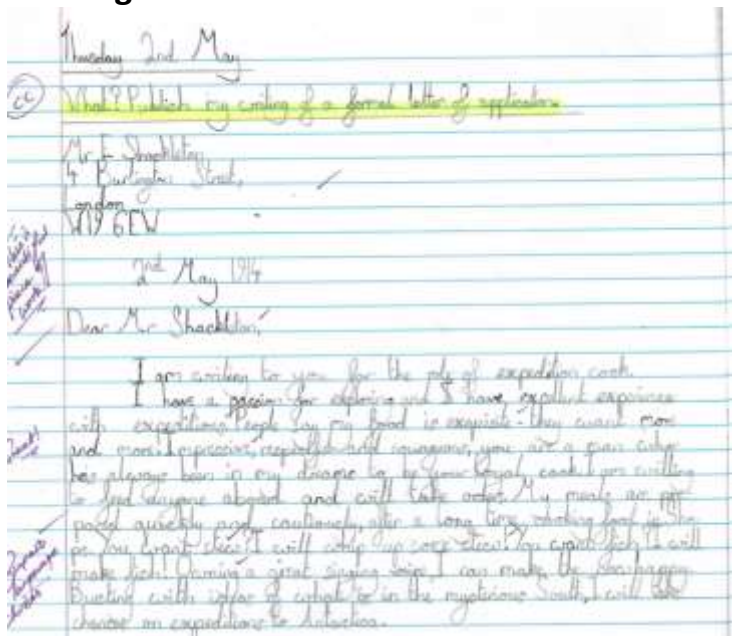
Sounds-Write teaches children:

- Letters are symbols (spellings) that represent sounds.
- Each sound may be represented (spelt) by a 1, 2, 3 or 4-letter spelling.
- The same sound can be spelt in more than one way (goat, slow, note, toe).
- Many spellings represent more than one sound (ea in read and bread).

The following skills are taught throughout the Sounds-Write programme:

- Blending – the ability to push sounds together to build words (c-a-t = cat)
- Segmenting – the ability to pull apart the individual sounds in words (pig = p-i-g)
- Phoneme manipulation – the ability to insert sounds into words and delete sounds out of words. This skill is necessary to test out alternatives for spellings that represent more than one sound.

Reading



Early Reading is primarily taught through Sounds-Write and the children will begin their reading journey with books that are closely matched to the sounds they have already learnt to read and spell. These books will increase in complexity as they children learn more and more sounds. Once the children have mastered their decoding skills, they will be free to choose an age appropriate book. Alongside the teaching of decoding (word reading), we foster a love of reading through sharing and discussing stories with the children.

Writing

The teaching of writing skills is an integral part of the school's work. Children write throughout the curriculum and follow the requirements of the National Curriculum.

Speaking and Listening

Children are encouraged to speak clearly and articulately in a variety of situations. They are encouraged to give their opinions, engage in debates and evaluate their work. Children are given opportunities to speak to larger audiences through performances and plays. They have the opportunity to take part in whole school initiatives,, which focus on the development of speaking and listening skills, such as: 'The Great Debate', Mini Music, leadership roles and more.

Each child's progress is monitored throughout their time in school and extra support is given if necessary. The school's Inclusion Team ensure that referrals are made to the Wiltshire Speech and Language Team, if assessment shows this is necessary, and that follow up support and sessions are conducted within school.

Maths

Our Maths curriculum is based on the National Curriculum and is designed, in conjunction with the White Rose scheme of work, to support teachers in delivering lessons that aim for all children to become proficient and confident in every area of maths. The White Rose primary maths resources are intended to instil a deeper understanding of mathematical concepts, and include the use of fun, inspiring classroom activities, familiar pictorial representations, and hands-on physical resources to strengthen and test ideas.

Our school Times Tables scheme and linked homework activities are key to underpinning the children's confidence in arithmetic and number facts. The children can also utilise their access to the amazing online resource TTRock Stars to support them with practising their times tables and core number knowledge.

Daily Maths lessons are carefully planned to ensure a steady progression of knowledge and skills taught and our teachers, alongside our Maths specialist HLTAs, are able to identify and provide personalised support and encouragement to individuals and small groups, where needed.

We believe that Mathematics is essential for everyday life and that a high-quality Mathematics education provides the foundation for understanding the world around us, as well as equipping each child with fundamental skills for their future. By developing children's skills through enhancing their factual, conceptual and procedural knowledge, we allow them to deepen their mathematical understanding and be able to apply what they know to help them to solve problems.

Science

Methods of working scientifically as well as knowledge about Science are taught throughout the school. Wherever possible, teaching and learning takes on a 'hands-on' approach and is supported by appropriate resources. All children are encouraged to ask questions and to develop their own ideas and suggestions based on their practical experiences. A framework of the areas of study ensures a thorough coverage of National Curriculum requirements.



Computing

Computing is a very important area of our work, reflecting the growing focus on technology in the world our children are growing up within. Children are taught many technology related skills appropriate to their age and ability. Children have access to a range of technology, to support the parts of the curriculum they are working on, including a bank of wireless laptops and iPads. Every classroom has a touchscreen SMART Board.

Online Safety

The children are taught how to stay safe when accessing any form of media and are guided by a well-established set of Online Safety rules (SMART Rules). Online Safety is a strong thread throughout our curriculum and our internet provider and internal Online Safety Team ensure that internet filters are in place and robust. Both pupils and parents alike will need to sign our "Responsible Internet Use" agreement before children can have access to ICT resources.



Geography and History

Teaching is based on the National Curriculum requirements. Often, themes are taught which build on key Geographical and Historical skills and are embedded within topics.

Children study the Romans, Greeks, Ancient Egypt, and WWII (to name but a few) and several of these topics incorporate an educational visit to places such as Trowbridge Museum or The Roman Baths. Sometimes, children are encouraged to come to school dressed as a representation from the era they are studying and children may take part in a theme day such as a Greek Day where they may sample Greek food and dress in a form of Greek style clothing.

Art and Design

The skills and knowledge of Art and Design are taught within the topics. We experiment with a range of mediums including drawing, painting, sculpting and printing. We learn about a range of artists including our 'Focus Artists' and then we experiment with art in the style of these artists. Special arts projects are also organised such as whole school arts events, Art exhibitions and competitions.

Physical Education (including sport in school)

All children have regular opportunities for physical education (P.E.) both indoors and out. Gymnastics, Dance and Games are included in the programme as well as swimming for Key Stage 2 children. Many P.E. opportunities are available after school for The Grove pupils including Gymnastics, Football, Netball, Cricket, Rounders, Tag-Rugby and Athletics.

We have competed against other schools in the area within a range of tournaments and one off sports events. The children always enjoy these opportunities and wear The Grove sports kit with pride. Sports Day, in the summer term, is enjoyed by children and well supported by parents and members of our wider school community.



Music



Throughout the school, children have the opportunity to experience Music through various activities such as singing, listening to and composing their own music on iPads and with instruments. Children get to use range of instruments throughout the school. The children in EYFS have real band set up including a piano, electric drum kit and guitar (all with headphones!) The children in KS1 learn the Recorder and we also offer guitar, flute, saxophone and guitar lessons. In Key Stage 2 the children have opportunities to learn djembe drum with an



expert teacher, Mr Garcia. As a hub school for music, we constantly look for ways to improve our curriculum and look at ways to enhance the experience of music for our children

The whole school takes part in Mini Music sessions on a Friday where everyone listens to the same piece of music and have the chance to critique and talk about it with their friends. We listen to everything from Queen to Mozart and even have themed weeks such a Eurovision week!



Religious Education

This is not distinctive of any denomination and is in accordance with the Wiltshire Agreed Syllabus of Religious Education. RE is taught both as part of topics and separately. Children learn about different religions through their own spiritual awareness and by discussing the world we live in.

You have a right to withdraw your child from this part of the curriculum and from assemblies. You should discuss the

matter in the first instance with the school's Senior Leadership Team who will outline the alternative provision that is made.

Modern Foreign Languages

We aim to broaden children's language skills as a whole school commitment by encouraging children to take part in activities such as answering the register in French or perhaps Spanish for children in Key Stage 1 and at Key Stage 2 there are more structured lessons.



SMSC and Personal, Social and Health Education

All these areas are covered through a variety of approaches including:

- aspects of day to day school life, such as our class and school council
- planned PSHE lessons

Emphasis is placed on raising each child's self-esteem, confidence and awareness of others. This is part of our Relationships and Behaviour Policy and is essential to the caring ethos of the school.

Special Educational Needs and Disabilities

The Grove follows the guidelines set out in the SEND Code of Practice. Some children need additional support in school and this can often be provided by their class teacher. There may be times when this isn't enough on its own and the school will work closely with the class teacher, child and parents to adapt and develop provision.

Close links are maintained with the Local Authority support service and other relevant outside agencies to ensure the school makes appropriate adaptations for pupils with special needs.

We have a large number of teaching assistants employed to support children with their specific learning needs and also wider enrichment opportunities which support wellbeing and the “whole child” to encourage success. They are allocated throughout the school according to need. All have received in-school training during the last year and some have attended external courses, a number of them have attained Higher Level Teaching Assistant Status.

We have a fabulous and dedicated Inclusion Team which includes: Emma Morse (SENCo), Morwenna Rutland and Kirsty Brine (Safeguarding and Family Link Workers) and Stuart Woodburn (Headteacher).

The Special Needs Governor monitors the working of the policy through regular meetings with the SENCo.

Child Protection

Children have a right to be protected from harm. All schools have a legal duty to work with other agencies to safeguard children’s welfare. If we are worried about a child’s welfare, we must follow the procedures outlined in our Child Protection Policy (available through the school website). This may include a MASH consultation or support from wider agencies. Further information on this subject can be obtained from the Headteacher or the Area Office for Children and Family Social services, Tel: 01225 773500. A significant amount of information can be found on our school website in relation to Safeguarding and the school has designated staff who lead in this area. For the academic year beginning in September 2026 this will include:

Stuart Woodburn (Headteacher and Designated Safeguarding Lead), Charlotte Thomas (Deputy Headteacher and Deputy Safeguarding Lead), Kirsty Brine (Safeguarding and Pastoral Manager), Morwenna Rutland (Safeguarding and Family Link Worker), Emma Morse (Assistant Head/SENCO).

We have a large Safeguarding Team who are embedding in all aspects of school life as keeping children safe at The Grove is our main priority.

Parents and Teachers of the School (POTS)

POTS is made up of parent and staff volunteers who help us foster the partnership between school and home. Our POTS committee organise social and fund-raising events for both parents and children. They support the school by raising essential funds to purchase equipment and learning aids for pupils of The Grove Primary School.

POTS also help subsidise enrichment activities such as school trips and events by supporting the money available for each year group.

The POTS Annual General Meeting is held in Term 1 of each academic year. All parents of children at the school are welcome and we do hope you will participate in as many functions as possible. Volunteers to serve on the committee are always welcome.



Safeguarding

As a school, we are committed to having effective safeguarding procedures in order to meet the needs of all our children. These measures include the following policies:

Child Protection; Anti-bullying; Code of Conduct; Relationships and Behaviour; Online Safety; Health & Safety and a Code of Conduct for all adults working with children.

The school's Safeguarding Team meet weekly to share key information, develop provision across the school and update records and assessments which all support in keeping children safe.



Attendance

We try to keep the number of pupil absences as low as possible by working closely with our parents. Late arrivals at school are monitored carefully and parents / carers are invited to discuss this with the school if there is a concern with attendance at school and/ or punctuality. Requests for holidays in term time will only be authorised in exceptional circumstances and absence immediately before or after a school holiday period will require medical evidence (as appropriate). Where a pupil's unauthorised absence amounts to 10 sessions or more, referrals are made to the Local Authority and they may issue a Penalty Notice.

Complaints or Concerns

In common with other schools, we have procedures for parents who have a concern. In the first instance, we recommend that you discuss these concerns with your child's class teacher. Most problems can be dealt with in this way, however if you feel that the concern has not been addressed adequately please contact the office who will try to book you a meeting with an appropriate member of staff.

Emergency closures

In the event of the school being closed, for example, due to adverse weather conditions, the school will inform parents via the school website at www.grove.wilts.sch.uk, the media i.e. local radio broadcasts, social media and a text message or email will be sent to parents / carers via ParentMail.

School Staff and Governing Body

Please refer to our school website for our current staff and school structure information.

Access to documents and information

Documents published by the DfE, the Local Authority, and the school concerning the curriculum, policies, the complaints procedure, charging and remissions and other matters are available for inspection at the school at reasonable times. The school complies in full with the requirements of the Equal Opportunities Act and the Data Protection Act.

Communication

The school aims to keep parents up to date weekly with information through our 'Friday Flyer'. Once a term, a more detailed newsletter is published and class pages on the school website help you to understand what your child is doing within school and celebrate events and achievements. Additional information may be communicated via individual letters, texts and emails.

Privacy Notice for Pupils and Parents/Carers and Data Protection

A copy is available to view via our website. [The Grove Primary School - Policies](#)

Communication Chart

Messages, Queries, Concerns	Person to Contact
If your child is absent from school...	Please notify the school office each day of absence, either by leaving a message on our absence answer phone service (01225 755242) prior to 8.30am, by calling the office, or via our absence e-mail (absence@thegrove.equamead.org) Please note that this notification does not guarantee that absences will be authorised.
If you have a quick message for your child's teacher about collection arrangements, lost property, health concerns...	Please leave a message with the designated Teaching Assistant at your child's drop off point (KS1 Door or KS2 Grove Square entrance) Urgent messages may be telephoned into the school office if you are not dropping your child off personally.
If you would like to talk about your child's learning progress...	Your child's Class Teacher knows them best and you should make an appointment to meet with them at a mutually convenient time – first thing in the morning is a not a possibility for such a meeting. If this proves to be a concern that cannot be resolved by the Class Teacher then this will be passed onto the relevant Senior Leader who will contact you to follow this up.
If you are concerned about social behaviours or bullying...	Make an appointment to meet with your child's Class Teacher. If, following your discussion you would like more information, make an appointment to meet with the relevant School Leader.
If you would like to discuss something related to your child's Class Teacher...	Make an appointment to meet with the Headteacher or Deputy Headteacher.
If you would like to discuss your child's special educational needs...	Speak to your child's Class Teacher. If you need further support or information make an appointment to speak to the SENDCo, Emma Morse
If you would like to discuss your child's welfare or wellbeing concerns...	Speak to your child's Class Teacher. If you need further support or information make an appointment to speak to our Family Link Workers, Morwenna Rutland or Miss Brine

If you would like to find out about before and after school club	Ask at the school office or look on our website. Please contact FUNDAYS on: 07919443766 enquiries@fundaysclub.co.uk
---	---

If, having followed the above steps, your concern or question is not resolved/answered please make an appointment with the school office to meet with the Headteacher or Deputy Headteacher. If you would like to contact the Governing Body directly, they may be contacted in writing via the school office. All correspondence must be sealed and addressed to the Chair of Governors, Sophie Miller.

Finally

We have tried to give you as much information as we can about life at The Grove Primary School; what we aim to achieve for your child and how we will accomplish this. If you have any questions about the school, please let us know and we will try to answer them. We look forward to welcoming you to our happy school where...
Every Moment Matters!

...every moment matters!



...every moment matters!