



LIMPSFIELD GRANGE SCHOOL

'together we make a difference'

INFORMATION FOR PARENTS/CARERS OF STUDENTS JOINING LIMPSFIELD GRANGE

I hope that you find the information contained within this booklet useful. Further information can also be found on our website www.limpsfieldgrange.co.uk

Communication

Your daughter's form tutor will be your main point of contact. S/he will send a weekly email to all parents/carers, focusing on general aspects of the school week. We ask that **all communication with all staff** is copied to Emma Phillips, Deputy Headteacher (deputy@limpsfield-grange.surrey.sch.uk). A full list of staff email addresses can be found on our website under 'About Us' and 'Meet our Community'. There will be a Parent Information evening for Year 7 parents/carers in September. This will be an opportunity for you to meet your daughter's tutor and to find out information about the forthcoming academic year. As we are a secondary provision, we encourage the students to take an increasing amount of responsibility themselves for communicating with the staff, for example, if there are difficulties with homework, we expect the students to speak to or email the relevant teacher. All students will be given their own school email address.

Emergency Contacts

On the Admission Form, we ask for at least one emergency contact for your daughter. This is in addition to parents/carers and can be a relative or close friend who we may contact in case we are unable to reach a parent/carer.

Proof of Identity

Please bring your daughter's birth certificate or passport to the admissions meeting. A photocopy is also acceptable. If your daughter is known by a name that is different to her birth certificate/passport, then we can accommodate that on a day to day basis, but there are occasions where she will need to be referred to by her legal name.

Transport

If you have applied to your Local Authority for home to school transport, it is normal that transport arrangements will be confirmed to you during the summer holiday. If you have not heard anything two weeks before the beginning of term, it is worth you making contact with the Local Authority.

Student Absence

At Limpsfield Grange, we expect parents/carers to:

- Encourage regular school attendance through working in partnership with the school and be aware of their legal responsibilities
- Ensure that their daughter arrives at school punctually and prepared for the school day
- Leave a message on the absence line by 8am **every day** that your daughter is unwell and unable to attend school

- Inform the school at least 24 hours in advance of an appointment that will require absence from school by sending an email to Mrs Matthews (secretary@limpsfield-grange.surrey.sch.uk) and copying to the Deputy Headteacher (deputy@limpsfield-grange.surrey.sch.uk).
- Provide an appointment card or letter to support the absence, within 24 hours of the appointment taking place

Students who arrive after registers close at 9.05am will be recorded as late to school. Students arriving late must ensure they go straight to the school office to register. Students arriving late due to Home School Transport will not be penalised.

Students are not allowed to leave with a parent/carer during the school day without prior permission from the Deputy Headteacher. Wherever possible, parents should try to arrange medical and other appointments outside of the school day. Parents/carers are requested to inform the school at least 24 hours in advance of an appointment that will require absence from school by sending an email to Mrs Matthews (secretary@limpsfield-grange.surrey.sch.uk) and copying to the Deputy Headteacher (deputy@limpsfield-grange.surrey.sch.uk). Parents/carers must provide an appointment card or letter to support the absence, within 24 hours of the appointment taking place. Students must sign out at the office on leaving the school and sign back in on their return. Where a student is being collected from the school, parents/carers are requested to report to the school office before the student is allowed to leave the site.

The school holiday and INSET dates are published at the earliest opportunity and we expect parents/carers to book their family holidays during the school holidays. It is our policy not to authorise holidays in term time. The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 states that a Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted. Parents/carers who wish to take their daughter out of school during term time must put their request in writing to the Deputy Headteacher at least two weeks in advance of the date of the requested absence. Permission for authorised leave of absence can only be granted in exceptional circumstances, approved by the Headteacher. Where leave of absence is taken which does not fall into the exceptional circumstances category, it will be recorded on a student's attendance record as unauthorised absence. Further information can be found in our Student Attendance Policy on our school website.

Safeguarding

Limpsfield Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our Safeguarding Policy is available on our website. Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a student's welfare. We will ensure that a concern about a student is discussed (if appropriate) with her and her parents/carers first, unless we have reason to believe that such a move would be contrary to her welfare.

The Designated Safeguarding Lead (DSL) and Prevent Lead for the school is:

Natasha White (Head of Residential Provision)

Telephone: **01883 713928** ext. **121**

Email: miss.white@limpsfield-grange.surrey.sch.uk



The Deputy Designated Safeguarding Lead (DSLs) in school are:

Sarah Wild (Headteacher)

head@limpsfield-grange.surrey.sch.uk



Jennie Flint (Deputy Head of Residential Provision)

miss.flint@limpsfield-grange.surrey.sch.uk



Emma Phillips (Deputy Headteacher)

deputy@limpsfield-grange.surrey.sch.uk



Jo Lillis (Deputy Head of Residential Provision)

miss.lillis@limpsfield-grange.surrey.sch.uk



The School Day

The school day starts at 9am. There are staff on duty from 8.30am, so we expect students to arrive between 8.30am and 9am. Students spend 9am-9.15am in their tutor group. The school day finishes at 3.35pm every day except Friday, when we finish at 2.30pm. Students spend 3.15-3.35pm in their tutor group (1.15-2.30pm on a Friday). Students have a 15 minute break every day, from 10.15-10.30am and lunch is 12.30-1.15pm. Lunch is divided into two sittings, students either eat their lunch from 12.30-12.55pm and engage in a supervised structured activity from 12.55pm until 1.15pm or engage in an activity 12.30-12.55pm and eat their lunch 12.55-1.15pm. We have one assembly a week on a Friday at 2pm. It can take up to 25 minutes for all students to have left the school site in their taxis. There is a bell that indicates the start of the school day at 9am, the end of break and the end of lunch.

The Curriculum and Homework

Our curriculum is broadly similar to a mainstream school but classes are smaller (10 students on average) and are often supported by a Teaching Assistant in addition to the Teacher. Any additional Teaching Assistant hours outlined in your daughter's EHCP or Statement or EHCP do not transfer with her when she joins Limpsfield Grange.

At the start of every term parents will receive a curriculum overview which outlines the areas of study for each year group and each curriculum area. The overviews also give a range of ideas to parents about how to support their daughter's learning at home.

The curriculum at Key Stage 3 broadly follows the National Curriculum. We review our curriculum offer for each year group annually, so the subjects offered do change, but students usually study the following subjects: English, Maths, Science, Computing, Art, Design and Technology (including Food Technology), Physical Education which includes a session of swimming weekly, Religious Education, History and Geography. Students do not study a Modern Foreign Language. Homework is set weekly in the core subjects (English, Maths, Science and Computing). Further information can be found on your daughter's homework timetable.

The curriculum for Key Stage 4 students is reviewed as each cohort is in Year 9 and broadly follows the National Curriculum. There are variations each year but students can usually take qualifications in English, Mathematics, Science, ICT, Art, Catering, Health and Social Care and Religious Education. Homework is set weekly in every subject. Further information can be found on your daughter's homework timetable.

Live Life Well is a programme which has been designed to provide a tailored approach to developing life skills for all of our students. As well as academic achievement we encourage the girls to develop the confidence and resilience to tackle the challenges of everyday life when they leave Limpsfield Grange. Our Live Life Well programme has activities which provide an opportunity to overcome anxieties using a range of strategies which promote leading and enjoying a more independent life.

In both key stages, Live Life Well homework is set based on three of our four core areas, Wellbeing, Communication and Independence.

Reporting to Parents

We report to parents three times a year. Parents will receive a written report about their daughter's progress twice a year and a brief report card once a year. Parents are asked for feedback on their daughter's report. In addition there will be one Parents Evening a year, where parents will have the opportunity to meet teaching staff and discuss their daughter's progress. We encourage the students to also attend Parents Evening.

Behaviour

At Limpsfield Grange we believe that outstanding education is a partnership between the school, the students and the parent/carer. Each partner plays a crucial role to provide and ensure the very best outcomes for all. Our Partnership Agreement outlines the expectations of each partner. These expectations are supported by a coherent system of reward. Rewards are much more effective in motivating students and as a school we believe in rewarding achievements, however small they may seem. Recognising and praising student's efforts and successes has a strong motivational effect. We operate a house system, where all students belong to one of our four houses. Each house has a House Captain (a student from Year 10 or Year 11) and two Deputy House Captains (students from Year 8-11). House Points are awarded by all staff in recognition of various behaviours including making a positive contribution, completing work to the best of their ability (in school and for homework), being

an active participant in their learning and behaving responsibly and respectfully. Every term the house with the most house points receives the House Point Cup and also a reward. There is also a cup awarded to the student with the most house points every half term. Individually students can choose how they use their house points to earn rewards, they can use a small amount of house points to earn a small prize or save them up and earn a larger prize. For further information, our Behaviour Policy is available on our website.

Mobile phones and other electronic devices

Students may bring their mobile phones and other electronic devices to school. Students are allowed to keep their mobile phones and electronic devices until they are handed to their form tutor at 9am, however they have been reminded that they are not allowed to take photos or videos of themselves, each other, staff or the school site and buildings. These remain the responsibility of the student until they are handed in to their form tutor at 9am. They are stored securely by the form tutor until they are returned to the student at 3.35pm. Students are not allowed access to their phones or electronic devices during the school day (between 9am and 3.35pm).

School Uniform

There are two items of school uniform that are only available to purchase from school and these are the school jumper (£20) and polo shirt (£9). All other uniform, can be purchased from a retailer of your choice. Some students like to wear a blazer, these are optional. If your daughter does want to wear a blazer, then a school badge for attaching to the blazer can be purchased from school (at a cost of £1.50). Please ensure all items are named. Uniform will be available to purchase at the end of the two induction days in July. If you would like to purchase uniform in July, then please pay by cash or cheque. Once your daughter has started, you will be able to pay via ParentPay. The only jewellery that is allowed is a watch and one pair of small stud earrings. If your daughter has pierced ears, she must be able to remove her own earrings and be able to put them back in again, independently. No other piercings are allowed. Students will be asked to remove any other items of jewellery and these may be looked after by staff until the end of the school day. Students are not allowed to wear any jewellery during PE or swimming. The school cannot accept any responsibility for jewellery worn at school. Nail varnish is not part of school uniform. There are currently no fixed rules about the presentation of hair.

- Black skirt *or* smart black trousers
- White polo shirt *or* white long or short sleeve shirt
- Black school jumper (available to purchase from school)
- Plain black shoes, boots or trainers
- White *or* black socks *or* black *or* natural colour tights
- Warm coat *and/or* waterproof jacket

Physical Education

- Trainers
- LGS polo shirt (available to purchase from school)

- Black leggings, shorts *or* jogging bottoms
- Swimming costume
- Swimming towel
- Goggles & hat for swimming

Equipment

Students will be provided with a school planner. Replacement planners are available at a cost of £6. Students will need to have the following items at school:

- a bag, large enough to hold their belongings
- pens
- pencils
- coloured pencils
- highlighter pens
- Scientific calculator
- protractor
- scissors
- compass
- glue stick
- pencil sharpener
- eraser
- 30cm clear ruler
- memory stick
- headphones (in ear or over ear)
- a folder to store homework in (student's choice)

There are a limited number of lockers available. Students need to pay a £3 deposit to have a key.

Healthy Eating

Healthy eating can help boost a young person's mental and physical skills, and we believe plays a vital role in building good physical, emotional and mental wellbeing. Packed lunches or snacks that are bought into school from home must be healthy and nutritious. Healthy packed lunches and snacks could include the following:

Approved packed lunch content and snacks

- 100% fruit bars
- Raw vegetables (carrot sticks, cherry tomatoes, etc.)
- Fruit
- Fruit pots in fruit juice (not syrup)
- Yoghurt or fromage frais
- Breadsticks
- Crackers
- Rice cakes
- Portion of cheese (matchbox size)
- Dried fruit (apples, raisins, apricots, prunes, etc.)

The following are not allowed in school, either as snacks or in packed lunches

- Any form of crisps (including Wotsits, Pringles, Doritos, low fat crisps, hand baked crisps).
- Mini Cheddars or similar savoury biscuits.
- Confectionery – chocolate bars, chocolate coated or flavoured biscuits, sweets, cereal bars and chocolate coated fruit/nuts.
- Cakes and biscuits
- Any form of nuts – **we are a nut free school**

A drink (apple juice or orange juice) is provided for all students at morning break along with some ready to eat fruit, cheese or breadsticks. Students are allowed to bring a water bottle to school and refill this during the day, as necessary. Water is the only drink permitted to be brought into school.

School Lunches

There is a hot main meal and vegetarian option available each day. Menus are on a three weekly cycle and are available on the website, as well on the noticeboard next to the dining room. There is also a salad bar available to students. School lunch is currently charged at £2.25 per day for the 2017/18 academic year and is subject to change. Payments can be made for any value at any time, however we do ask that your daughter's lunch account remains in credit. There is an email/text alert facility within ParentPay that will allow you to set a reminder when the dinner money balance is low. If your daughter decides to change to packed lunches we request that this is only done at the beginning of a term and we require a minimum of 1 weeks' notice in writing please, to Mrs Claramunt.

Medication in school

Our Student Health and Medication Administration Policy is available on our website. Please always notify us via email that you are planning to send in any medication. Emails are to be sent to Jennie Flint miss.flint@limpsfield-grange.surrey.sch.uk and copied to the Deputy Headteacher.

For residential students please ensure that medication is sent in termly. We will contact you if stock is running low. To ensure best practice we are unable to send medication home each week, unless antibiotics or a short term prescription. All medication needs to have the correct prescription label on the bottle or packet of the medication you are sending in. It is not sufficient to send in a bottle of liquid with the prescription label on the box, but not on the bottle. With liquid medication, please write on the bottle the date opened. Pharmacists are able to provide multiple prescription labels upon request. Please check before you accept the medication from the pharmacy. We are unable to administer missed doses of medication.

Please ensure that when you send in medication it is packaged in blister packs, that the medication name and strength is clearly visible on the blister packs (i.e. if you have cut some from the strip the name must still be intact).

Please ensure that before you send any new medication into school your daughter has had at least two doses at home without any adverse effects.

For those students taking more than one type of medication we require a letter from your doctor, detailing all of the medication, and any possible contraindications.

Any changes in dose will need a new prescription label or a letter from your doctor, before we can administer the new dose.

We are unable to give out any non-prescribed medication for longer than 3 days, unless advised by a Doctor.

Speech and Language Therapy Provision

A Speech and Language Therapist is provided to us by Surrey County Council for three days a week and a Speech and Language Therapy Assistant for two days a week. For Surrey students, any SaLT provision outlined on their EHCP will be delivered in school by the Therapist. For students placed here by other Local Authorities, it is the responsibility of the placing Local Authority to source and fund the SaLT provision.

Annual Reviews

Your daughter's EHCP will be reviewed annually and you, and your daughter, will be invited to attend and contribute to this meeting. Sue Sealey is our SEND Adviser and Annual Review Lead and can be contacted on extension 103 or by email reviews@limpsfield-grange.surrey.sch.uk

ParentMail

We communicate with parents/carers by email and text message through ParentMail. To use ParentMail we need your email addresses and mobile phone numbers. Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation. Email messages are sent from info@parentmail.co.uk. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters. If you have any questions regarding ParentMail, then please contact Karen Macovich in the School Office on extension 104 or by email (mrs.macovich@limpsfield-grange.surrey.sch.uk). Mrs Macovich works Monday, Wednesday and Friday between 8am and 2.30pm.

ParentPay

LGS uses an e-payment facility for all payment transactions with the school i.e. dinner money, school trips, etc. This is done online using the secure website ParentPay or in cash at local stores where you can see the PayPoint logo. We will issue an Activation Letter which will

provide parents/carers with a unique activation username and password in order to start using the system, once activated you will be prompted to change these and to keep secure for future logins. If you already have a ParentPay account with another school you can simply login to that account and add your daughter via the '**Add a child**' tab on your home page. If you have any questions regarding ParentPay, then please contact Voirrey Claramunt in the School Office on extension 104 or by email (mrs.claramunt@limpsfield-grange.surrey.sch.uk). Mrs Claramunt works Tuesday, Wednesday and Thursday between 8am and 2.30pm.

School App

We have created a school App which can be downloaded for free via the App Store to any smartphone. We would encourage all parents to download this as it is the way forward for communication into the future. The App contains useful information including contacts, term dates, newsletters, notifications etc. We also run short parent surveys using the App.

Free School Meals and Pupil Premium

Free School Meals can be provided to students if parents/carers receive either of the following:

- Income support
- Income based Jobseeker's Allowance (IBJSA)
- Income related Employment and Support Allowance (IRESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided you're not entitled to Working Tax Credit and have an annual gross income (as assessed by HM Revenue & Customs) that does not exceed £16,190 N.B. If you receive WORKING TAX CREDIT you do not qualify even if you receive Child Tax Credit and your income is below £16,190
- Working Tax Credit 'run-on' – paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit

Pupil Premium is additional funding given to schools for students who have been registered as being entitled to Free School Meals (FSM) at any point in the last 6 years. Schools receive this funding to support their eligible students and narrow the attainment gap between them and their peers. Therefore we urge you to complete this form even if your daughter has a packed lunch. Details of how we spent our Pupil Premium in the last financial year are available on our website.

Other Pupil Premiums are available to the school if the following criteria apply to you:

- Your child is a looked-after child (LAC) i.e. in the care of, or provided with accommodation by an English local authority
- Your child ceased to be looked after by the local authority because of adoption, a special guardianship order, a child arrangements order or a residence order

Term Dates

Autumn Term 2017

4 September – 21 December

Inset Day: Monday 4 September

Inset Day: Tuesday 5 September

Back to School: Wednesday 6 September

Half Term: Monday 23 October – Friday 27 October

Inset Day: Friday 24 November

Inset Day: Monday 27 November

End of Term: Thursday 21 December

Spring Term 2018

4 January – 29 March

Back to School: Thursday 4 January

Half Term: Monday 12 February – Friday 16 February

End of Term: Thursday 29 March

Summer Term 2018

16 April – 20 July

Bank Holiday: Monday 7 May

Half Term: Monday 28 May – Friday 1 June

Inset Day: Monday 2 July

End of Term: Friday 20 July

Residential Provision

At Limpsfield Grange we offer a bespoke experience in the residential provision that is needs based and that promotes positive outcomes for young people. We aim to develop an individual's wellbeing, communication and independence. Our approach helps students develop a better understanding of themselves and of the world around them.

Students have the opportunity to board for two or four nights weekly. This decision is made in partnership with parents and the Local Authority, and is based on the young person's needs and the Local Authority Criteria (2006). The four main areas of these criteria are listed below:

- improving educational outcomes
- unsustainable journey time
- challenging home circumstances that are a barrier to learning
- to provide a residential experience

FOGs (Friends of the Grange)

FOGs is a registered charity dedicated to raising funds for the girls at Limpsfield Grange School. FOGs members currently comprise staff, parents/carers and grandparents. FOGs hold

several fundraising events throughout the year, with their main event being the Summer Fair on Saturday 13th May 2017. Other events throughout the year vary, but typically include a summer music event, quiz evenings, race nights and bag packing events. Another way that FOGS continuously raise money is by using the Giving Machine website. The Giving Machine (www.thegivingmachine.co.uk) is a charity and not-for-profit organisation that turns commission generated by online purchases through a range of retailers including Amazon, Marks and Spencer, John Lewis, Argos, Sainsbury's and many more, into money for a chosen cause. If you are able to register, we would greatly appreciate it. FOGs meet approximately once a month on a Monday evening at 7.30pm at the school. It is a lovely opportunity to get to know other parents/carers and share experiences, offer support and friendship. FOGs are always very keen to welcome new members and new ideas. Shortly after the start of the new term, on a Sunday in September, is the Year 7 Fun Day. This is a free afternoon and not a fundraising event as such. It is essentially an afternoon to really get to know all the other new parents/carers and for the girls to see their new classmates outside of school. Last year FOGs provided a bouncy slide which was great fun. FOGs serve tea and coffee and there is usually a BBQ. If you would like more information about FOGs, then please contact the Chair, Annie Bullen by email annie.bullen@btinternet.com

Privacy Notice - Data Protection Act 1998

Limpsfield Grange School, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role. However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell the School Business Manager if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact the Headteacher.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

www.surreycc.gov.uk/your-council/accessing-information-that-we-hold/data-protection

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

Corporate Information Governance Manager
Legal & Democratic Services
County Hall – Room 129
Penrhyn Road
Kingston upon Thames
Surrey KT1 2DN
www.surreycc.gov.uk

Email: corpig@surreycc.gov.uk
Tel: 03456 009 009

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
www.education.gov.uk

FORMS THAT NEED TO BE COMPLETED AND BROUGHT TO THE ADMISSIONS MEETING PLEASE

- Admission Form
- Medication and Health Consent Form
- Regular Medication Information and Consent Form
- Allergies Form
- Photographic and Film Consent Form
- Educational Visits Consent Form
- Online Safety Rules and Consent Form
- Speech and Language Consent Form
- Handling of Animals in School Consent Form
- Partnership Agreement
- Parentmail Data Capture Form
- Free School Meal Eligibility & Pupil Premium Application Form

Please also bring proof of identity for your daughter in the form of either her birth certificate or passport (a photocopy is fine).