

Limpsfield Grange School

**School Handbook
for Parents and Carers
2024-2025**

Headteacher's Welcome

At Limpsfield Grange we believe that "together we make a difference".

Limpsfield Grange School is the UK's only school solely for autistic girls. We are an outstanding special school, maintained by Surrey County Council for students aged 11-16.

We offer a broad and balanced, challenging and relevant curriculum rooted in the National Curriculum, delivered by our experienced and dedicated staff team. Our aim is to fully prepare our students for successful lives beyond Limpsfield Grange.

Based on our expertise, we have developed a boundaried and adult led approach which enables our learners to thrive. We believe that building positive relationships based on a deep understanding of individual needs is key to a successful placement at Limpsfield Grange.

From Year 7, students are expected to work and navigate the school environment independently. Our classes are smaller than those of mainstream schools and we provide teaching assistant support in most of our lessons. Our broad staff team comprises of teachers, teaching assistants, residential and support staff all with high levels of expertise in autism and girls and in meeting the needs of our students.

The Limpsfield Grange community is an inclusive and welcoming place, where students build lifelong friendships and develop skills that will enable them to be happy, healthy citizens who contribute to society. At Limpsfield Grange students and staff really do work together to make a difference.

Mrs Wild

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ATTENDANCE AND ABSENCE PROCEDURES

Our Student Attendance Policy can be found on our school website.

At Limpsfield Grange we expect parents/carers to:

- Make sure their daughter attends every day on time and is prepared for the school day;
- Provide the school with at least two emergency contact names and phone numbers for their daughter. This is in addition to parent/carer contact numbers;
- Notify the school immediately of any changes to contact details;
- Ensure that, where possible, appointments for their daughter are made outside of the school day;
- Proactively engage with any support offered to prevent the need for more formal support;
- Ensure that their child is ready for the agreed pick up time, if using Local Authority provided transport.

Students are expected to:

- Attend school every day on time;
- Attend school appropriately prepared for the day;
- Attend all of their lessons;
- Participate in discussions with school staff regarding any problems that may affect their school attendance.

Punctuality and Lateness

Punctuality to school is crucial and registration at the beginning of the day with a student's tutor is an important time of the day. Lateness into school causes disruption to the individual's learning and to that of the other students in the class. It is paramount therefore, that all students arrive at school on time. The school day starts at 9am but the school is open from 8.30am. Students who arrive after 9am will be recorded as late to school. Registers close at 9.15am and after this, lateness is recorded as an unauthorised absence and can therefore be subject to legal intervention. Students arriving late must ensure they go straight to Reception to register. Students arriving late due to Local Authority provided transport, will not be penalised.

Unplanned absence

The student's parent/carer must notify the school of the reason for the absence by leaving a message on the absence line (01883 713928 option 1) by 8am every day that their daughter is absent. We do not accept notification by email.

We will usually mark absence due to illness as authorised. However, in some circumstances the school will ask the student's parent/carer to provide medical evidence such as a doctor's note, prescription or appointment card/text/email in order for the absence to be authorised.

Responding to unexplained absence

If no message is left on the absence line by the parent/carer by 8am, every day that the student is absent, the school will endeavour to contact the parent/carer that day. If the parent/carer is not reachable by telephone, a ParentMail (email and text message) will be sent, requesting the parent/carer to contact the school within the next 30 minutes. If there is still no response, the school will contact the emergency contacts held for that student. The school will then consider whether other agencies (such as the Police or Children's Social Care) need to be involved.

Planned absence due to appointments

Parents 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 Fay Burns (secretary@limpsfield-grange.surrey.sch.uk), copying to the Deputy Headteacher (deputy@limpsfield-grange.surrey.sch.uk) and attaching confirmation of the appointment. Students must sign out at Reception on leaving the school and sign back in on their return. Where a student is being collected from the school, parents/carers must report to Reception before the student is allowed to leave the site.

We encourage parents/carers to make all appointments, including medical and dental appointments, outside of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary, which is usually only the session (morning or afternoon) during which the appointment takes place. The location of the appointment and the necessary travel time, will be taken into consideration.

Attending a medical or dental appointment will be recorded as authorised, as long as the student's parent/carer notifies the school in advance of the appointment and provides an appointment card/letter/text/email to confirm the absence, within 24 hours of the appointment taking place. However, absence for more than one session will not be authorised if it is considered that the student could have attended school in the session before or after the appointment.

Leave of absence during term time

The Headteacher will only grant a leave of absence to a student during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#).

A leave of absence is granted at the Headteacher's discretion, including the length of time the student is authorised to be absent for. Limpsfield Grange considers each application for a leave of absence individually, taking into account the specific facts, circumstances and

relevant context behind the request. The Headteacher will require evidence to support any request for a leave of absence.

Parents and carers who wish to request a leave of absence 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.

The school holiday and INSET dates are published at the earliest opportunity and we expect parents and carers to book their family holidays during the school holidays. As the Headteacher will only grant a leave of absence in exceptional circumstances it is unlikely that a leave of absence will be granted for the purposes of a family holiday or for the purpose of leisure or recreation. Where a leave of absence is taken and is not considered an exceptional circumstance, it will be recorded on a student's attendance record as unauthorised absence.

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. Annie McKenna is our SEND Adviser and Annual Review Lead and can be contacted on extension 103 or by email reviews@limpsfield-grange.surrey.sch.uk

BEHAVIOUR

Our Behaviour Policy can be found on our school website.

At Limpsfield Grange, we believe that our students should be just as successful in their wellbeing, communication and independence, as they are academically. This gives them the greatest possible chance of success as learners and in the wider world. When they leave Limpsfield Grange, we want them to be ready for the next stage of their lives. We want them to become active adults who can function in, and contribute towards society. We therefore encourage the highest standards of behaviour and support the students in learning to take responsibility for their own behaviour and to understand that their actions have consequences. In order to prepare our students their life outside and beyond school, we have the same high expectations about adhering to societal norms and laws, as wider society.

Parents and carers are responsible for:

- Supporting and respecting the school's expectations and the authority of the school staff;
- Reading and understanding the Behaviour Policy and actively supporting it through discussions with their daughter as appropriate;

- Role modelling and leading through example to support the expectations of the school;
- Supporting their daughter in adhering to the school's Behaviour Policy;
- Informing the school of any changes in circumstances that may affect their daughter's behaviour;
- Discussing any behavioural concerns with the tutor team promptly;
- Raising any concerns, without delay, about the management of behaviour with the Deputy Headteacher directly, whilst continuing to work in partnership with the school.

Responding to acceptable behaviour

Rewards are 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. Praise begins with frequent use of encouraging language and gestures in lessons and around the school so that positive behaviour is instantly recognised and positively rewarded.

We operate a house system, where all students belong to one of our four houses. Each house has a House Captain and two Deputy House Captains. The students have to apply for the positions of House Captain and Deputy House Captain. 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. 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.

Excellence slips are used by staff as positive reinforcement, to share information with the tutor team. Students can take their excellence slips home. A small number will be kept by the form tutor for assembly and these will be returned to the students after assembly.

Responding to unacceptable behaviour

Staff will endeavour to create a predictable environment by always challenging unacceptable behaviour and by responding in a consistent, fair and proportionate manner, so students know with certainty that unacceptable behaviour will always be addressed. Low level disruption and offensive language is never left unchallenged or dismissed as banter. De-escalation techniques are used to help prevent further behaviour issues arising, such as the use of pre-arranged scripts and phrases.

Consequences for Unacceptable Behaviour

At Limpsfield Grange we encourage our students to make the correct choice around their behaviour. Students are always given a choice and time to consider. We aim to be proactive in our behaviour management strategies and identify possible triggers for particular students before the behaviour escalates. Effective consequences are designed to promote positive behaviour. They are most useful when seen by everyone as a deterrent. If consequences have to be frequently applied, they are clearly not being effective. Parents/carers will be informed where there are ongoing or significant concerns regarding unacceptable behaviour but they may not be informed on occasions where unacceptable behaviour happens once or is low level.

Unacceptable behaviour online

The way in which students relate to one another online can have a significant impact on the culture at school. The same standards of behaviour are expected online as apply offline and everyone should be treated with kindness, respect and dignity. Students are not in possession of their mobile phones or other portable electronic devices during the school day from their arrival in school (between 8.30 and 9am) until the end of the school day (3.30pm Monday to Thursday and 2.30pm on Friday), therefore online behaviour incidents amongst students occur outside of the school day and off the school premises. Parents and carers are responsible for this behaviour.

COMMUNICATION

Your daughter's form tutor will be your main point of contact. They will send a weekly email to all parents/carers, focusing on general aspects of the school week. We ask that **all email communication with any member of staff** is copied to Emma Phillips, Deputy Headteacher (deputy@limpsfield-grange.surrey.sch.uk). As we are a secondary provision, we encourage the students to take an increasing amount of responsibility themselves, for communicating with the staff. All students will be given their own school email address.

We communicate with parents/carers by email and text message through ParentMail. To use ParentMail we need your email address and mobile phone number. 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 Fay Burns in the School Office on extension 100 or by email (secretary@limpsfield-grange.surrey.sch.uk)

CURRICULUM

Our Curriculum Aims can be found on our website.

We offer a curriculum that is meaningful, engaging and meets our students' needs. There is a high level of challenge and support, enabling students to make very good progress. We plan clear routes of progression and development. The streamlined curriculum allows extra time to be dedicated to English and Maths. If students need more time, teachers will vary the pace of learning.

We believe that each student, irrespective of their needs, has a right to experience a broad and rich curriculum. Our carefully sequenced curriculum enables students to develop and embed skills and knowledge incrementally, fully preparing them to make a successful transition to a new placement when they leave us at the end of Year 11.

The Limpsfield Grange curriculum is organized as a subject-based model with students moving between classrooms and teachers. Students are taught in mixed ability groups in their chronological year.

Externally accredited courses are offered in a range of subjects. Students at Limpsfield Grange also enjoy a structured programme that includes: sports and fitness activities, outdoor learning, curriculum experience days, work-based learning opportunities, Duke of Edinburgh Bronze Award, visits to local colleges, visits into the local and wider community. We make provision for spiritual, moral, social and cultural development through our WACI curriculum and lessons, ensuring that our students develop an understanding of the world around them and of the role they will play in the future.

Photographs and video recordings of students and their work are routinely taken across the curriculum, including during educational visits. These images may be displayed in public areas in and around school and also shared with examination boards as part of their course requirements.

Key Stage 3

We provide each student with an effective transition into the school where gaps in prior learning are identified and rapidly addressed. We put in place solid foundations for learning. We regularly review our curriculum to provide learning experiences that meet our students' needs. In Key Stage 3 we offer English, Maths, Science, Functional ICT, Art, Catering, Physical

Education, Religious Education, History, Geography and WACI lessons. Students are dis-applied from studying a Modern Foreign Language.

Key Stage 4

The Curriculum in Key Stage 4 provides students with a learning pathway that meets their needs, challenges, inspires, and prepares them for a successful transition beyond Limpsfield Grange at the end of Year 11. Our Key Stage 4 curriculum is externally accredited through GCSEs, BTECs or Functional Skills. We regularly review our offer so that it meets needs and responds to changes. Limpsfield Grange does not enter candidates for examinations which have not been taught by Limpsfield Grange staff as part of our curriculum offer.

WACI

WACI underpins our curriculum.

- Wellbeing - promoting good physical, emotional and mental wellbeing so that each student is healthy and self-aware leading to them participating in wider society fulfilling their potential. Our wellbeing strand includes Relationships and Sex Education.
- Achievement - developing skills and knowledge, validated through externally recognized qualifications such as GCSEs, BTECs and Functional Skills that enables each student to successfully transition to their next education placement.
- Communication - developing social communication and interaction skills so that each individual can engage confidently and meaningfully with others.
- Independence - developing independence skills to enable our learners to manage their own lives and make their own decisions. Our independence strand includes Careers Education Information Advice and Guidance and Financial Literacy.

We deliver WACI as a weekly lesson, and as threads that weave through other subjects. We believe that by focusing on the areas of wellbeing, achievement, communication and independence, our students will be well prepared for their life beyond Limpsfield Grange.

DATA PROTECTION

Limpsfield Grange School is committed to protecting the privacy and security of personal information in accordance with the General Data Protection Regulations (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989. Further information can be found in the Data Protection section of the school website.

EQUIPMENT

Students will be provided with a school planner. Replacement planners are available at a cost of £8. Students will need to have the following items at school:

- a bag, large enough to hold their belongings
- pens
- pencils
- colouring pencils
- highlighter pens
- Casio scientific calculator (FX-83GTCW)
- protractor
- scissors
- compass
- glue stick
- pencil sharpener
- eraser
- 30cm clear ruler
- whiteboard pen
- USB memory stick
- wired headphones (in ear or over ear) with a 3.5mm jack
- a folder to store homework in (student's choice)

Students should bring a clear refillable water bottle; this should only be filled with water.

FREE SCHOOL MEALS AND PUPIL PREMIUM

Free School Meals can be provided to students if parents/carers receive any 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
- You are serving in the regular armed forces

MEDICATION

Prescription Medication

Parents must inform Miranda Bolton of their intention to send in medication by email including:

- The purpose and dosage instructions
- Start and end date of course (if short course)
- Details of any doses administered at home
- Confirmation your daughter has had the medication before i.e. the first dose of the course is not at school

Emails should be addressed to Miranda Bolton mrs.bolton@limpsfield-grange.surrey.sch.uk and copied to deputy@limpsfield-grange.surrey.sch.uk. All medication must be in its original packaging, with the prescription label attached to the packet/bottle, the name and dose clearly visible. The batch number and expiry date on the blister pack, sachet or bottle must match the batch number and expiry date on the box and these must be clearly visible.

Any medication that states 'as required' requires a written letter from prescriber or medical professional detailing under what circumstances and when medication should be administered. No containers with handwritten amendments on prescription labels will be accepted unless accompanied by written confirmation from the prescriber. Written authorisation, including by email, from the prescriber or relevant medical professional involved in your daughter's care is required for any dose change different to that on the prescription label to be administered in school. It is a parental responsibility to ensure their daughter's prescribed medication is in school.

Non-Prescription Medication

Parents must inform Miranda Bolton of their intention to send in medication by email including:

- The purpose and dosage instructions
- Start and end date of course (if short course)
- Details of any doses administered at home
- Confirmation your daughter has had the medication before i.e. the first dose of the course is not at school
- Confirmation that there are no contraindications with other prescribed medication
- Any relevant documents from medical professionals

Emails should be addressed to Miranda Bolton mrs.bolton@limpsfield-grange.surrey.sch.uk and copied to deputy@limpsfield-grange.surrey.sch.uk. All medication must be in its original packaging with the dose clearly visible. The following medications do not need to be brought into school as the school holds a stock of these; paracetamol, ibuprofen, throat lozenges, Actified cough linctus, Klearvol capsules and antihistamine.

Emergency Medication

Parents are required to provide the school with emergency medication such as inhalers and Adrenaline Auto-Injectors (AAI) as required by their daughter's medical needs. Parents' consent is required so students can carry their own reliever inhaler and/or AAI for use as and when needed. Parents are responsible for completing the Individual Health Care Plan for Asthma, Anaphylaxis or Epilepsy on admission or when there is a new diagnosis.

Additional Information and Guidance

We do not give missed doses. For example, if your daughter is meant to take a routine or short course medication at home in the morning and this is missed, we cannot administer it. All students have a right to decline their medication, and although we can educate, we cannot force it to be taken. We will inform you should this happen. All medication is administered

by trained staff, in accordance with our Student Health and Medication Administration Policy. We will keep medication that you send unless you have requested that it is returned home. Parents must ensure that there is an adequate supply of medication available at all times so that prescribed doses can be administered. If a student does not have their prescribed medication at school, parents may be asked to bring medication to school immediately or to collect their daughter until medication is available. Parents must inform the Medication Lead, Miranda Bolton, of any changes to consent to administer non-prescription medication. It is parent's responsibility to inform the Medication Lead, Miranda Bolton, of any medication changes, changes to allergies or any other medical and health needs.

PORTABLE ELECTRONIC DEVICES

In order to promote effective teaching and learning during lessons and create an appropriate ethos around the school during the school day, including break and lunchtime, Limpsfield Grange does not permit the possession and use of any portable electronic devices, including but not limited to, tablets, mobile phones and accessories (for example, wireless Bluetooth earbuds and headphones) and any smart technology with similar functionality to mobile phones (for example, a smart watch) by students during the school day. Students may bring portable electronic devices to school but these are handed in immediately on their arrival at school. Limpsfield Grange does not accept any responsibility for items that are lost or damaged whilst on school premises. They are stored securely by the form tutor until they are returned to the student at the end of the school day. Students are not allowed access to their portable electronic devices during the school day.

PARENTPAY

Limpsfield Grange uses an e-payment facility for all payment transactions with the school e.g. lunch money, school trips, school uniform, 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 Ruth Latham, Finance and Payroll Assistant, on extension 101 or by email (mrs.latham@limpsfield-grange.surrey.sch.uk).

PROOF OF IDENTITY

Proof of identity is required as part of our admissions process. Please supply the school with a copy of your daughter's birth certificate or passport.

REPORTING TO PARENTS

We report to parents three times a year. In addition, there is one Parents' Evening a year, where parents will have the opportunity to meet teaching staff and discuss their daughter's progress. We expect the students to attend Parents' Evening.

RESIDENTIAL PROVISION

It is our aim to offer the students at Limpsfield Grange placed by Surrey County Council, a residential experience to support their educational placement; work towards EHCP outcomes, develop personal care and life skills and enhance their social interaction skills. Students from Local Authorities other than Surrey, cannot have a place in the residential provision unless it is specified in their EHCP.

All potential residential will be subject to an impact risk assessment of the student's needs and presenting behaviours. Placements will be provided on a full-time or part-time basis for the duration of a term.

Access to the residential provision is not statutory (unless stated on a student's EHCP) or compulsory and may not be appropriate for all students.

Place allocation is not permanent and it may be necessary to rotate some placements to give a wider number of students' fair access to the residential provision.

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 can be found 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)

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



The Deputy Designated Safeguarding Leads (DSLs) are:

Sarah Wild (Headteacher)

head@limpsfield-grange.surrey.sch.uk



Emma Phillips (Deputy Headteacher and SENCO)

deputy@limpsfield-grange.surrey.sch.uk



Janine Chippington (Assistant Headteacher)

mrs.chippington@limpsfield-grange.surrey.sch.uk



Lisa Wells (Assistant SENCO)

mrs.wells@limpsfield-grange.surrey.sch.uk



Annie McKenna (Annual Review Lead)

mrs.mckenna@limpsfield-grange.surrey.sch.uk



SCHOOL DAY

The school day starts at 9am. We expect students to arrive between 8.30am and 9am. There is staff supervision and areas, inside and outside, that the students can access. This time is self-directed. There is a bell that indicates the start of the school day at 9am, the end of break and the end of lunch. Fruit and other healthy snacks are available to students, free of charge at breaktime, or students may bring in their own healthy snack.

Monday – Thursday		Friday	
9.00-9.15am	Registration/Tutor	9.00-9.15am	Registration/Tutor
9.15-10.15am	Lesson 1	9.15-10.15am	Lesson 1
10.15-10.30am	Break	10.15-10.30am	Break
10.30-11.30am	Lesson 2	10.30-11.30am	Lesson 2
11.30-12.30pm	Lesson 3	11.30-12.30pm	Lesson 3
12.30-1.15pm	Lunch	12.30-1.15pm	Lunch
1.15-1.25pm	Registration/Tutor	1.15-1.25pm	Registration/Tutor
1.25-2.25pm	Lesson 4	1.25-2.30pm	Tutor to include whole school assembly at 2pm
2.25-3.25pm	Lesson 5	2.30pm	End of school day
3.25-3.35pm	Tutor		
3.35pm	End of school day		

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 as on the noticeboard next to the dining room. There is also a salad bar. The cost of a school lunch is currently £2.85. Payments can be made for any value at any time on ParentPay, however we do ask that your daughter's lunch account remains in credit. If your daughter decides to change to packed lunches we require a minimum of 1 weeks' notice in writing please to Ruth Latham, Finance and Payroll Assistant, mrs.latham@limpsfield-grange.surrey.sch.uk

SPEECH AND LANGUAGE THERAPY PROVISION

Speech and Language Therapy is provided onsite at Limpsfield Grange and is funded by Surrey County Council for those students with an EHCP issued by Surrey County Council. Provision is two days of a Speech and Language Therapist and two days of a Speech and Language Therapy Assistant. They are an integral part of our school. The therapy team collaborate with school staff to embed communication strategies in lessons and unstructured time, they spend time in lessons with students and staff, provide training, work with the leadership team and problem solve to make sure all students have an effective way of communicating and reasons to communicate.

Core Offer for Speech and Language Therapy provided to students placed at Limpsfield Grange by other Local Authorities

All students placed at Limpsfield Grange will receive the SLT provision that is outlined in their EHCP if this does not exceed our core offer. Our core offer is a maximum of 5 hours direct input per academic year with an SLT or SLT Assistant, as well as a contribution to the Annual Review and an SLT assessment on admission to establish the level of need within the setting. The SLT provision outlined in the EHCP will be delivered by the school SLT and will be charged to the placing Local Authority by Surrey County Council. It is expected that our SLT advice should be included in the amended EHCP following the Annual Review. If a student's SLT needs exceed our core offer, then it will be up to the placing Local Authority to directly source and commission all of the student's SLT provision themselves. It is expected that visiting SLT will liaise with the School SLT and share therapy targets to inform class based therapy and to allow access to therapy groups if appropriate.

STUDENT RESPONSIBILITIES

Attendance and punctuality	<ul style="list-style-type: none"> ◇ I will come to school every day ◇ I will arrive at all lessons and tutor on time
Being ready for school	<ul style="list-style-type: none"> ◇ I will have all my equipment with me every day ◇ I will wear the right uniform every day ◇ I will hand my phone and all portable electronic devices in every day when I arrive at school
Teaching and Learning	<ul style="list-style-type: none"> ◇ I will take responsibility for my learning by: ◇ Using feedback from staff and students to improve my work ◇ Joining in with paired and group activities ◇ Knowing what I need to do to make progress ◇ Doing my classwork to the best of my ability ◇ Asking for help when I need it ◇ Accepting help when I need it ◇ Attempting and persevering with challenging work
Behaviour and emotional wellbeing	<ul style="list-style-type: none"> ◇ I will follow instructions from all staff ◇ I will treat all students and staff with respect and in the way that I would like them to treat me ◇ I will work with staff and students to resolve friendship difficulties ◇ I will work with staff to solve any difficulties that are affecting my learning ◇ I will take responsibility for my behaviour and accept that there are consequences for certain actions ◇ I will respect the classroom as a positive learning environment ◇ I will respect other's personal space and property ◇ I will not use my mobile phone or portable electronic devices to take photos or videos of myself, other students, staff or the school site and buildings.
Homework	<ul style="list-style-type: none"> ◇ I will do my homework to the best of my ability ◇ I will hand my homework in on time ◇ I will ask the subject teacher for help if I need it
School community	<ul style="list-style-type: none"> ◇ I will make a positive contribution by joining in with house meetings, house events and other activities that the school ask me to take part in ◇ I will try to understand and be tolerant of the needs of others

TERM DATES

Spring Term 2025

6 January – 4 April

Back to School: Monday 6 January

Half term holiday: Monday 17 February – Friday 21 February

Inset Day: Friday 21 March

End of term: Friday 4 April

Summer Term 2025

22 April – 22 July

Back to School: Tuesday 22 April

Bank Holiday: Monday 5 May

Half term holiday: Monday 26 May – Friday 30 May

End of term: Tuesday 22 July

Autumn term 2025

3 September – 19 December

Inset Days: 3 September – 5 September

Back to school: Monday 8 September

Half term holiday: Monday 27 October – Friday 31 October

Inset Day: Friday 28 November

End of term: Friday 19 December

Spring term 2026

5 January – 27 March

Back to school: Monday 5 January

Half term holiday: Monday 16 February – Friday 20 February

Inset Day: Monday 9 March

End of term: Friday 27 March

Summer Term 2026

13 April – 22 July

Back to school: Monday 13 April

Bank Holiday: Monday 4 May

Half term holiday: Monday 25 May – Friday 29 May

End of term: Wednesday 22 July

TRANSPORT

If you are a Surrey County Council parent and you would like to request travel assistance, information can be found at <https://www.surreycc.gov.uk/schools-and-learning/send/home-to-school-travel-assistance>. If you are a parent from another Local Authority, then please contact your Case Worker.

UNIFORM

There are three items of school uniform that are only available to purchase from school and these are the school jumper (currently £25), PE polo shirt (currently £9) and PE hoodie (currently £18). 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 (currently £5). Please ensure all items are named. Uniform will be available to purchase at the end of the induction day (Year 6 only). Uniform orders for existing students should be made via ParentPay and these will be processed and issued on the next working day.

- Black skirt *or* smart black trousers (not jeans or leggings) *or* smart black shorts (knee length) are permitted.
- White polo shirt *or* white long or short sleeve shirt
- Black school jumper (available to purchase from school)
- Plain and all black shoes, boots or trainers (no white/coloured soles or coloured logos)
- Plain white *or* plain black socks (without a logo) *or* plain black *or* plain natural colour tights. Black leggings, without a logo, can be worn under a skirt instead of tights, but not on their own. Black socks should be worn with black leggings. White or coloured socks and black leggings are not permitted.
- Warm coat *and/or* waterproof jacket

Physical Education

- Trainers
- LGS polo shirt (available to purchase from school)
- LGS hoodie (available to purchase from school)
- Black leggings, shorts, skorts *or* jogging/tracksuit bottoms

The only jewellery that is allowed is a watch (not a smart watch or any watch that has wifi/Bluetooth connectivity) and one pair of stud earrings. No other jewellery or piercings are allowed. The school does not accept any responsibility for jewellery brought to school. Students are required to remove their watch and own earrings independently, for PE. Students will be asked to do this at the beginning of every PE lesson. Students are not permitted to wear plasters over their earrings, the earrings must be removed. If your daughter does not already have her ears pierced, she should only have them pierced at the very start of the summer holiday, in order to allow adequate time for healing and not prevent participation in PE lessons.

Students may wear light make-up if they wish to do so. Their make-up should be subtle and not immediately noticeable. If it is deemed by the staff as not appropriate for the school environment, the student will be asked to remove it immediately. Nail varnish, French Manicure (white tip), acrylic or gel nails (including BIAB) are not permitted. There are no fixed rules about the presentation of hair, including colour. Long hair must be tied back for certain activities.